

ST. JAMES PARISH PUBLIC SCHOOL SYSTEM

REQUEST FOR TRANSFER*

*Only the top part is completed now. The employee must sign this request. Transfer Request form remains on file in the Office of Human Resources through February 15 and must be re-submitted annually with applicable signatures.

Name of Employee _____

School/Fiscal Year for which Transfer is Requested _____

Present Position and Worksite

What Position do you presently hold? _____

What is your present School/Worksite? _____

Name of Principal/Immediate Supervisor _____

Transfer Position and Worksite

What Position are you requesting? _____

What School/Worksite are you requesting? _____

Name of Principal/Immediate Supervisor _____

_____/_____/_____
Signature of Employee Requesting Transfer Date

The bottom part is completed after a position becomes available and the transfer request has been considered by applicable Director and Superintendent.

(Check / one.) Approved Denied

_____/_____/_____
Administrative Director's Signature Date

(Check / one.) Approved Denied

_____/_____/_____
Superintendent's Signature Date

PERSONNEL TRANSFER

The Superintendent may transfer any teacher or other employee, including personnel employed as principals and supervisors, from one position, school or grade to another by giving written notice to the teacher or employee of such intention to transfer. Such transfer shall not be for political or personal reasons. No transfers of instructional personnel shall be initiated during the regular school term, except in emergencies or promotional instances where transfers are required to preserve quality instruction.

The principal shall have the authority to transfer employees at the school in which the principal is employed, subject to the approval of the Superintendent.

Transfer decisions shall be based upon performance, effectiveness, and qualifications as applicable to each specific position. *Effectiveness*, as determined by the Board's personnel evaluation program, shall be the primary reason for considering a transfer. Conversely, seniority or tenure shall not be used as the primary reason when making any decisions to transfer an employee.

When an involuntary transfer is initiated by the administration, an *Administrative Conference* shall be conducted with the applicable employee to discuss the reason(s) for the transfer prior to recommendation for Board action. The employee shall receive a written copy of the *Administrative Conference*, including reason(s) for the transfer.

VOLUNTARY TRANSFER

All employees shall indicate annually each school year their intention to continue employment in St. James Parish Public School System for the ensuing school year by completing and returning a *Letter of Intent* to the Personnel Office on or before February 15 (or on the first workday following February 15 if the 15th is a weekend day or holiday). The *Letter of Intent* shall be distributed to all employees prior to the last workday in January.

Employees who voluntarily request a transfer to another location or lesser position shall submit such request to the Superintendent or his/her designee, or principal, in writing on the official *Transfer Request* form. This request must be received no later than February 15 (or on the first workday following if the 15th is a weekend or holiday). Should a person request reassignment to a lesser position, such personnel, upon reassignment, shall be placed in the salary schedule at the level of the new position.

No teaching transfers shall be made to another school after July 31 preceding the opening of the current school year. A teacher requesting a transfer will not be considered unless he/she has been in his/her current position for at least three (3) consecutive years. A teacher who was involuntarily transferred may include the years at the position from which he/she was involuntarily transferred as well as the year in current position.

The status of transfer requests shall be acknowledged in writing by the Superintendent/ designee within ten (10) workdays of a decision regarding the request.

The Superintendent shall reserve the right to select personnel from outside the School System to fill a vacant position requiring special training or ability unavailable from current employees or any extenuating circumstances as the administration perceives the overall needs of the School System.

Board-adopted due process guidelines shall be applicable to all transfers.

A teacher or other school employee who has been a victim of physical abuse by any student(s) shall be given the opportunity to transfer to another position for which he/she is certified or otherwise qualified and in which he/she shall not have contact with the student(s), provided there is a position available.

Revised: May, 1990
 Revised: August, 1997
 Revised: January 25, 2011

Revised: January 10, 2012
 Revised: September 11, 2012

Ref: La. Rev. Stat. Ann. §§[17:7](#), [17:81](#), [17:443](#)

Board minutes, [8-12-97](#), [1-25-11](#), [1-10-12](#), [9-11-12](#)