File: GBHB

Staff Assignments and Transfers

The assignment of staff members and their transfer to positions in various schools and departments of the agency shall be recommended by the director and approved by the board of directors. The following criteria shall serve as guidelines:

1. Contribution, which staff member, could make to students in a new position.
2. Qualifications of staff member compared to those of outside candidates; both for position to be vacated and for position to be filled.
3. Recommendation and/or approval of principal(s) involved.
4. Opportunity for staff member’s professional growth.
5. The wishes of the staff member regarding assignment or transfer.

An employee request for a transfer will be granted whenever the best interest of the agency and the schools will be served. Whenever a request for a transfer is made, it is ethical and desirable in most cases for all parties concerned to discuss the merits of the request in an effort to arrive at a common understanding. The request for transfer will be submitted to the program director, the request will be filed with the executive director.

Transfers from one building to another or one grade level to another may be made in order to fit personnel into their proper level. This may be done upon the advice of the building principal or program director and with the agreement of to whom the transfer will be made or upon the recommendation of the supervisor.

The assignment of an employee to specific buildings or positions will not imply permanent assignment to that building or position.

**Administrative assignments/transfers**

A teacher who holds an administrative position may be assigned to another position for which he or she is qualified if a vacancy exists in such a position and, if so assigned, with a salary corresponding to the position. The Board may consider the years of service accumulated while the teacher was occupying the administrative position when the Board determines where to place the teacher on the salary schedule.

The three school years of continuous employment required for the probationary period is not deemed interrupted if a probationary teacher accepts the position of an administrator. However, the period of time during which a probationary teacher serves in such capacity will not be included in computing the probationary period.

Adopted: January 18, 2017

LEGAL REFS.: C.R.S. 22-32-126 (3)

C.R.S. 22-63-206

C.R.S. 22-63-203 (2)(b)(IV)

C.R.S. 22-63-206 (2)