

PERSONNEL

Assignment and Transfer R 5-11

When, in the judgment of the superintendent, it is necessary to transfer an employee of the school board to a different assignment within the division, an effort will be made to confer with such employee and his/her supervisor prior to effecting the transfer. Teachers within a school may be reassigned at the discretion of the principal.

When it is necessary to transfer teachers due to decreasing student enrollment or changes in instructional patterns, teachers in the affected grade level in elementary schools or affected content area in secondary schools will be asked to volunteer. Should there be no volunteers in the affected area, the teacher(s) at the affected site within the affected grade level or content area with the least seniority in Lynchburg City Schools (as defined in School Board Policy 5-18) will be transferred.

Employee requests for transfer must be submitted to the department for personnel on "Request for Transfer" forms containing the signature and recommendation of the administrator of record for the employee's assignment at the time of request.

All requests will be considered in terms of expressed preference and system needs. A listing of transfer requests will be made available to administrators for consideration when vacancies occur.

Transfer request forms submitted during the academic year will be returned by the department for personnel when vacancies for the next academic year have been filled or by September 1 of that year.

Employees must submit a new request form each academic year if interested in receiving continued consideration for transfer.

Approved by Superintendent: September 17, 1974

Revised by Superintendent: August 4, 1992

Revised by School Board: October 18, 2005