

**- CERTIFIED PERSONNEL -****Transfer**

Transfers of certified personnel shall be made by the Superintendent who, at the first meeting following the transfer, shall notify the Board of same. Such notification shall be recorded in the Board minutes. No personnel action shall be effective prior to receipt of written notice of the action by the affected employee from the Superintendent.

Transfer or reassignment of certified personnel will be made no later than thirty (30) days before the first student attendance day of the school year except to fill vacancies created by illness, death, or resignations; to reduce or increase personnel because of a shift in school population; to make personnel adjustments after consolidation or merger; or to assign personnel according to their major or minor fields of training.<sup>1</sup>

**NOTIFICATIONS**

~~Teachers shall be notified of their school placement or subject assignment and grade no later than thirty (30) days before the first student attendance day, if such assignments are different from the preceding school year.~~

**TRANSFER REQUESTS**

~~Requests for transfers shall be submitted in writing to the Superintendent on or before April 15. Employees who submit a request shall be notified of the Superintendent's decision no later than thirty (30) days before the first student attendance day, if such assignments are different from the preceding school year.~~

**TRANSFER OF EMPLOYEES CHARGED WITH A FELONY**

Notwithstanding any other policy provision, the Superintendent may transfer an employee charged with a felony offense as permitted under [KRS 160.380](#).

**REFERENCES:**

<sup>1</sup>[KRS 161.760](#); [OAG 78-266](#)  
[KRS 160.380](#); [OAG 76-360](#)  
[OAG 91-149](#)  
[OAG 92-1](#)  
[OAG 91-115](#)  
[OAG 92-135](#)  
[OAG 92-78](#)

**RELATED POLICY:**

02.4244  
03.172

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