# PERSONNEL 03.1311

‑ 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.1

Transfer of District-wide employees, including but not limited to itinerant teachers, transportation personnel and food service personnel, shall be determined solely by the Superintendent.

In making transfers within the system, the convenience and wishes of the individual employee will be honored in keeping with the best interests of the school system and the pupils.

Voluntary Transfer Requests

A written request for voluntary transfer must be submitted to the Superintendent by March 1.

Notice of Transfer

Notice of transfer will be given to the employee as soon as practical. Under normal circumstances, this will occur no later than June 15. Reasons for transfers shall be clearly stated in an attempt to bring clear understanding to all those concerned.

Criteria Considered in Making Transfers

The Superintendent/Principal may consider the following criteria in determining transfers of employees, provided such criteria are not in conflict with law or written Board policy:

1. Selection by the Principal/SBDM council, if required by law
2. Certification of employee
3. Request of employee
4. Seniority of the employee
5. Needs of The District
6. Best interests of the students
7. Appropriate notification to building staff/summer vacancies on web site

# PERSONNEL 03.1311

# (Continued)

Transfer

Criteria Considered in Making Transfers (continued)

**Seniority shall be defined as:**

1. The number of years in service to the Covington Schools completed from the first compensable day of employment.
2. If a tie exists, then the date that the Superintendent signs the recommendation to hire document.
3. If a tie still exists, the largest sum of the last 4 digits of each employee’s social security number.
4. If a tie still remains, a coin shall be tossed.

**Involuntary Transfer** – a transfer not initiated by the employee. If no one within the building volunteers for the transfer, then this shall be the procedure:

1. Teacher (within the respective building) with the least District seniority within the needed certification category will be involuntary transferred (seniority as defined above).
2. Teachers affected by involuntary transfers shall be released from their contractual obligation, if requested in writing by the teacher, with their certification intact.
3. Any teacher transferred involuntarily shall receive priority consideration for future vacancies for a period of three (3) school years from the date of the involuntary transfer (unless they accept another transfer or refuse to transfer back to the position from which they were involuntarily transferred).

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](http://policy.ksba.org//DocumentManager.aspx?requestarticle=/KRS/160-00/380.pdf&requesttype=krs).

References:

1[KRS 161.760](http://policy.ksba.org//DocumentManager.aspx?requestarticle=/KRS/161-00/760.pdf&requesttype=krs); [OAG 78‑266](http://policy.ksba.org//documentmanager.aspx?requestarticle=/civil/opinions/OAG78266.htm&requesttype=oag)

[KRS 160.380](http://policy.ksba.org//DocumentManager.aspx?requestarticle=/KRS/160-00/380.pdf&requesttype=krs); [OAG 76‑360](http://policy.ksba.org//documentmanager.aspx?requestarticle=/civil/opinions/OAG76360.htm&requesttype=oag)

[OAG 91‑149](http://policy.ksba.org//documentmanager.aspx?requestarticle=/civil/opinions/OAG91149.htm&requesttype=oag)

[OAG 92‑1](http://policy.ksba.org//documentmanager.aspx?requestarticle=/civil/opinions/OAG921.htm&requesttype=oag)

[OAG 91-115](http://policy.ksba.org//documentmanager.aspx?requestarticle=/civil/opinions/OAG91115.htm&requesttype=oag)

[OAG 92‑135](http://policy.ksba.org//documentmanager.aspx?requestarticle=/civil/opinions/OAG92135.htm&requesttype=oag)

[OAG 92‑78](http://policy.ksba.org//documentmanager.aspx?requestarticle=/civil/opinions/OAG9278.htm&requesttype=oag)

Related Policy:

02.4244

03.172

Adopted/Amended: 8/24/2006

Order #: 11