# KSBA Recommended Version

# PERSONNEL A03.1311

‑ 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 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:

1KRS 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