# PERSONNEL AY03.1311

**- Certified Personnel -**

Transfer

Voluntary and/or Involuntary 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 of certified personnel among schools will be affected for the benefit of the instructional program and accreditation standards. Every effort will be made to meet these needs through individual transfer requests. 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

Beginning July 1, 2025, employees who work directly with students will not be allowed to laterally transfer between schools within fifteen (15) days prior to the first instructional day of the school term to which the employee is assigned without the consent of the Superintendent. “Lateral” means a position of the same salary. Transfer requests for positions that would be a salary change of status will be considered.

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.

Requests for Transfer

Transfer requests may be made through the online applicant tracking system.

References:

1KRS 161.760; OAG 78-266

KRS 160.380; KRS 161.720

OAG 76-360

OAG 91-115; OAG 91-149

OAG 92-1

OAG 92-78

OAG 92-135

Related Policy:

02.4244