

PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS POLICY

As the chief administrative officer of Sweetwater County School District Number One, State of Wyoming, the Superintendent assigns certified personnel to positions in the District in order to meet the needs of students and the instructional programs.

The Superintendent has the authority to transfer any staff member from one position to another providing the staff member meets the qualifications of the position and providing the transfer does not involve demotion in rank or alteration in salary. If the transfer involves demotion in rank or alteration in salary, the transfer requires the approval of the Board.

Any staff member may request a transfer. The request shall be made in writing to the building principal and the Superintendent. At the discretion of the Superintendent, the request may or may not be granted.

In the event of a decline in enrollment, reduction in program offerings, or any other reason requiring a reduction of staff in a building, the Superintendent may solicit the recommendation of the building principal concerning the transfer of any teacher employed in the school or schools to which the principal is assigned. The Superintendent, or a designee, may also consult with the Sweetwater Education Association regarding transfer recommendations. Provided that such recommendation is given only after the periodic evaluation of the teacher's classroom performance, the Principal shall use the following factors, in order of priority, to present the recommendation:

- 1. Voluntary Transfer.** The building principal may advise certified personnel willing to accept transfer from the building or department requiring a reduction in staff that such personnel may volunteer for transfer provided that the personnel seeking voluntary transfer meet the educational needs of the vacant position or positions to be filled at the receiving building or buildings. Certified personnel volunteering for transfer should complete a transfer request form to initiate the process within ten calendar days of receipt of notice from the building principal of the request for voluntary transfer.
- 2. Seniority.** In the event that the number of certified personnel willing to voluntarily transfer is insufficient to meet identified needs, the building principal shall recommend for transfer the certified personnel having the least seniority in the district from the building or department requiring a reduction in staff; provided that the personnel identified for involuntary transfer meet the educational needs of the vacant position or positions to be filled at the receiving building or buildings, based on the criteria stated in Paragraph 3 below; and, provided that the personnel identified for involuntary transfer are selected with consideration for the best interests of the school, based on the criteria stated in Paragraph 4 below. For purposes of this paragraph, seniority is measured by years in present continuous full-time service or equivalent in the District.
- 3. Educational Needs Certification.** Based upon certificate endorsements by the Wyoming State Department of Education, the building principal shall recommend for transfer the certified personnel having the educational qualifications in the subject area or grade level needed at the vacant position or positions to be filled at the receiving building or buildings.
- 4. Best Interests of the School.** The building principal may consider the best interests of the school where certified personnel are presently assigned in making a recommendation for transfer of certified personnel. As between otherwise qualified certified personnel, the building principal may reasonably evaluate the following non-exclusive factors in making a recommendation for transfer of certified personnel: utility of earned certificate endorsements to the school, such as the ability to teach in more than one subject area or ability to teach advanced or specialized classes; present teaching assignments in more than one subject area; present teaching assignments in advanced or specialized classes; present extra duty assignments or responsibilities; ability to continue with present extra duty assignments or responsibilities if transferred; availability of qualified replacements for vacancies in extra duty assignments or responsibilities resulting from transfer of present certified personnel; and, relationship between present and prospective assignments to the identified career goals of the certified personnel.

5. **Date of Hire.** If the above factors are assessed equally among two or more certified personnel, the building principal shall recommend for transfer the certified personnel having the most recent date of hire by the District determined by the date of approval of hiring stated in the minutes of the meetings of the Board of Trustees of Sweetwater County School District Number One, State of Wyoming.
6. **Tie Breakers.** In the event of a tie in the above factors, including seniority and certification, the building principal shall recommend for transfer the certified personnel with the latest date of signature by the Director of Human Resources on District Personnel Form C, the District's recommendation for hire form. In the event of identical dates on the District Form C recommendation for hire, the building principal shall recommend for transfer the certified personnel determined by draw of lots.
7. **Non Discrimination.** The building principal's recommendation shall not be based on race, creed, sex, marital status, age, disability or any other factor not stated in this instruction.
8. **No Waiver of District Legal Rights.** Nothing herein contained shall limit the right or authority of the District or Superintendent to assign certified personnel, providing that such assignments are in accord with applicable federal and state laws and District Policy.

Adopted: 2/14/01

Legal Authority:

Wyo. Stat. § 21-7-111(a)(i).
Wyo. Stat. § 21-3-111(a)(vi)(B).
District Policy File GCI
District Policy File GCPA

School District #1, Sweetwater County, Wyoming