

## PERSONNEL TRANSFER

The Superintendent of the Caddo Parish School Board may transfer any teacher or other employee, including personnel employed as principals and supervisors, from one position, school or grade to another by giving written notice to the teacher or employee of such intention to transfer. Such transfers shall be without loss of status or violation of contract and shall not be for political or personal reasons. No transfers of instructional personnel shall be initiated during the regular school term, except in emergencies or promotional instances where transfers are required to preserve quality instruction.

The principal shall have the authority to reassign employees within the school in which the principal is employed.

Transfer decisions shall be based on performance, effectiveness, and qualifications as applicable to each specific position. *Effectiveness*, as determined by the School Board's performance evaluation program, shall be the primary reason for considering any transfer. Conversely, seniority or tenure shall not be used as the primary reason when making any decisions to transfer an employee.

All personnel involuntarily reassigned to a lesser salaried position than previously held shall have their salary unchanged. Such personnel shall be placed in the salary schedule appropriate to the new position and there shall be no increase in salary until the salary in that schedule is at least equal to their present salary.

### VOLUNTARY TEACHER TRANSFERS

A teacher transferred to a school or position must be certified and qualified for the position to which transferred. Should a person request reassignment to a lesser position, such personnel, upon reassignment, shall be placed in the salary schedule at the level of the new position. Procedures and timelines for requesting, reviewing, interviewing, and making recommendations for transfers of personnel shall be maintained by the Division of Human Resources.

- All teachers are eligible for transfer during the transfer period, regardless of temporary certification and funding status. Vacant positions must be requested using Caddo School's official application portal. Transfers will begin May 1<sup>st</sup> and go through June 30<sup>th</sup> for the following school year.

The Director of Certified Personnel, acting under the authority of the Superintendent, shall be responsible for approving the principal's recommendation for transfers. Transfer recommendations after June 30<sup>th</sup> will require approval by the Chief Human Resource Officer.

Teachers and the principals will be notified in writing of approved transfers by the Human

Resources Department for the upcoming school year.

In the event of school closures, those certified teachers affected will be placed first in any vacancies that occur.

**The Superintendent must approve any transfers not consistent with this policy.**

A teacher or other school employee who has been a victim of physical abuse by any student(s) may be given the opportunity to transfer to another position for which he/she is certified or otherwise qualified and in which he/she shall not have contact with the student(s), provided there is a position available.

Adopted: February 21, 2017  
Revised: December 18, 2018

Ref: La. Rev. Stat. Ann. §§17:7, 17:81, 17:443; Board minutes, 2-18-98, 1-23-01, 2-21-17, 12-18-18.