

**Policy 405.07: Licensed Employee Transfers****Status:** ADOPTED**Original Adopted Date:** 07/08/2002 | **Last Reviewed Date:** 07/08/2024 | **Last Revised Date:** 5/11/2020

Determining the location where an employee's assignment will be carried out is the responsibility and within the sole discretion of the board. In making such assignments the board will consider the qualifications of each licensed employee and the needs of the school district.

A transfer may be initiated by the employee, the principal, or the superintendent.

It is the responsibility of the superintendent to make recommendations to the board regarding the transfer of licensed employees.

The requirements stated in the Master Contract between employees in the certified collective bargaining unit and the board regarding employee transfers of such employees will be consulted along with policy.

**NOTE: Boards should adapt IASB sample policies to meet the needs of the local district. Please ensure that the language contained in local policy is consistent with language contained in other district documents (e.g., handbooks, master contracts, etc.).**

Legal Reference: Iowa Code §§ 216.14; 279.8.

**I.C. Iowa Code**

Iowa Code § 279.8

**Description**[Directors - General Rules - Bonds of Employees](#)

Iowa Code § 216.14

[Promotion or Transfer](#)**Cross References****Code**

405.02

**Description**[Licensed Employee Qualifications, Recruitment, Selection](#)

405.06

[Licensed Employee Assignment](#)