

CLASSIFIED EMPLOYEE TRANSFERS

Determining the location where a classified employee's assignment will be performed is the responsibility of the superintendent and within the sole discretion of the board. In making such assignments each year the superintendent will consider the qualifications of each classified employee and the needs of the school district.

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

A vacancy shall be defined as any position, either newly created or a present position that is not filled. All vacancies shall be posted in a conspicuous place in each building for a period of three (3) working days.

It is the responsibility of the superintendent to transfer classified employees and report such transfers to the board.

Legal Reference: 29 U.S.C. §§ 621-634.
 42 U.S.C. §§ 2000e *et seq.*
 42 U.S.C. §§ 12101 *et seq.*
 Iowa Code §§ 20.9; 35C; 216; 279.8; 294.1.

Cross Reference: 411.2 Classified Employee Qualifications, Recruitment, Selection
 411.5 Classified Employment Assignment

Approved: **February 10, 1992**

Reviewed: **December 2016**

Revised: **December 14, 2020**