

## **HUMAN RESOURCES**

### **Assignment, Reassignment and Transfer**

All employees are subject to assignment, reassignment, or transfer.

Employees desiring to transfer from one assignment to another will complete a voluntary transfer request form. Completed forms will be sent to the Human Resources Department for consideration. Human Resources will notify employees of the disposition of any such request.

Involuntary transfers will be made based on the needs of the district and the skills of the employee. These assignments will be made and verified by written notice.

Cross Reference:     [Board Policy 5210](#)                   Assignment, Reassignment and Transfer

Adopted: September 9, 1991  
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