

Santa Barbara Unified School District

Administrative Regulation

AR 4314

Management and Confidential Personnel

TRANSFERS

Voluntary Transfer

The employee shall submit a transfer request to the Superintendent or designee at the time of the known vacancy. The employee shall be notified in writing of the decision whether or not to grant the transfer request.

Transfer requests may be withdrawn by the employee at any time prior to the final decision.

Involuntary Transfer

Before recommending the involuntary transfer or lateral end-of-the-year rotation of administrators, the Superintendent or designee shall confer with the affected employee and notify him/her of the intent to recommend the transfer or rotation and the specific reasons for the transfer. For transfers effective at the beginning of the school year, this conference shall take place before May 30.

If, after the conference, the recommendation to transfer or rotate administrators is made, the Superintendent or designee shall so notify the affected employee in writing at least 20 days before the transfer, except in emergency situations. This notice shall stipulate the reasons for the transfer.

Involuntary transfers may be initiated by the Superintendent for the following reasons:

1. Educational needs of the district
2. Opportunity for professional growth
3. Personal and professional relationships
4. An opportunity to evaluate a management employee in a different school or location

In the case of involuntary transfer, the Superintendent will conference with the affected employee and notify him/her of the intent to recommend transfer. This conference shall take place prior to May 15 for the following school year and the employee will be provided with the specific reasons for the transfer.

If the transfer is made, the employee will be notified in writing by June 10, or at least 20 calendar days prior to the transfer. Such notification shall stipulate the reasons for the transfer.

Regulation: SANTA BARBARA UNIFIED SCHOOL DISTRICT
Approved: January 26, 2010 Santa Barbara, California