

# Gladewater ISD Employee Transfer Procedures

Any employee may request reassignment within the District to another position for which he or she is qualified. Such requests should be to the immediate supervisor. In exercising their authority to approve assignments and reassignments, principals shall work cooperatively with central office staff to ensure the efficient operation of the District as a whole. Teachers who wish to request a transfer from one building to another, or to request a change in assignment from one grade or subject field to another, either in the same building or in a different building, shall submit their requests in writing.

## **Applying for Transfer:**

1. An employee may request a transfer by using the District's Request for Transfer form available on the district website and in the Human Resources Dept. by **April 2, 2018.**
2. The current campus principal/supervisor must acknowledge the employee's request for transfer before it shall be considered by any campus. The principal/supervisor's signature is for notification purposes only; not for permission to transfer.
3. The Request for Transfer form shall be submitted to the Human Resources Dept. along with a copy of the employee's most recent evaluation.
4. The Human Resources Dept. shall then submit a copy of the Request for Transfer form to the various campus principal/supervisor where the employee has requested to be transferred.
5. Following a personal interview, the campus principal/supervisor shall then approve or deny the employee's request for transfer by completing the Request for Transfer form and returning it to the Human Resources Dept. The campus principal shall ensure transferring employees hold the appropriate certification for the new assignment, as applicable.
6. The Human Resources Dept. shall then notify the employee, the employee's current principal/supervisor, and the principal/supervisor at the new assignment that the transfer request has been approved or denied.
7. All requests will be processed and/or approved by June 1st.
8. The Superintendent shall be responsible for the final decision on an application for transfer.