

## **ADMINISTRATIVE TRANSFERS**

1.0 This policy shall govern transfers of administrative staff.

1.1 Voluntary Transfers. Administrators may request transfer to positions similar to the position presently held. The administrator will be considered an applicant for such position when declared vacant and shall be required to follow District procedures established for filling such vacancy.

1.2 Administration Transfer (Voluntary or Involuntary). The Superintendent may approve requests for transfer or initiate transfer or reassignment, bypassing established procedures for filling vacancies, when such action serves the best interests of the District. Such administrative transfers or reassignment shall not be restricted to lateral transfers, but may be upward or downward transfers.

The administrator may request a conference with the Superintendent or authorized designee to discuss the transfer. The administrator shall have the right to be accompanied and assisted by a representative of the administrator's choice. The Superintendent shall, no later than five (5) days after the conclusion of the conference, notify the administrator in writing of his/her determination concerning the transfer.

1.3 Nondiscrimination. There shall be no discrimination in making any such assignments by virtue of age, race, creed, color, religious belief, national origin, political affiliation, sex, or sexual orientation.

2.0 Tenure/Non-Probationary Status. Administrators shall not accrue tenure or non-probationary status in an administrative position. In event of demotion, transfer or termination, the District shall conform to the Teacher Employment, Compensation, and Dismissal Act (C.R.S. 22-63-101) if applicable.

**ADMINISTRATIVE TRANSFERS, cont.**

3.0 Employment Agreements. The terms of any written employment agreement between the District and an administrator shall prevail over any inconsistent provision of this policy.

Adams 12 Five Star Schools    Most Recent Adoption August 1, 2009