

## CHAPTER 6.00 – HUMAN RESOURCES

### TRANSFER OF PERSONNEL

6.56

- (1) Any transfer of an instructional staff member from one (1) position or school to another position or school shall be in accordance with the Contract Agreement between the Franklin County School Board and the Franklin County Teachers' Association.
- (2) Any transfer of a non-instructional employee from one (1) position or school to another position or school shall be in accordance with the Contract Agreement between the Franklin County School Board and the non-instructional employee.
- (3) Any transfer of an administrative staff member from one (1) position or school to another position or school shall be made only on the recommendation of the Superintendent with the School Board's approval. When a person desires to be transferred from one (1) position or school to another, the following procedures shall be followed:
  - (A) The administrative staff member shall submit a written request to the Superintendent.
  - (B) The Superintendent, after conferring with the parties concerned, shall approve or disapprove the request. If the transfer is approved, the Superintendent shall submit his/her recommendation to the School Board.
- (4) The Superintendent upon the School Board's approval may reassign any administrative staff member to another location or cost center provided that such assignment is in the same job classification and in the best interest of the District school system.
- (5) The Superintendent in an emergency situation may reassign an administrative staff member to act in a particular job classification until the job vacancy is filled through the routine selection process.

**STATUTORY AUTHORITY:**

**1001.41, 1012.22, 1012.23, F.S.**

**LAWS IMPLEMENTED:**

**1012.22, 1012.27, F.S.**

**HISTORY:**

**ADOPTED: 01/08/2004**  
**REVISION DATE(S): \_\_\_\_\_**  
**FORMERLY: GCKA, GCKB, GDJ**