

**BOARD OF TRUSTEES
CARSON CITY SCHOOL DISTRICT**

**REGULATION No. 406
CLASSIFIED STAFF**

CLASSIFIED EMPLOYEE TRANSFER PROCEDURE

1. Permanent employees only may initiate a voluntary transfer request by completing and submitting to the District Personnel office a Classified Transfer Request Form.
2. A request for transfer will be considered only when a regular (not temporary) position opening occurs at the same or lower salary grade.
3. When a classified position opens, the District Personnel office will coordinate the transfer request by generating for the appropriate administrator/supervisor a listing of all employees requesting transfer to the position opening.
4. Probationary employees are not eligible for transfers until they have 12 months of full-time regular and continuous employment in the same position.
5. When there is an opening for either a new or replacement position, the District Personnel office will use the following selection process:
 - a. The position will be announced to both inside and outside applicants according to the provisions of Article II of the Classified Comprehensive Agreement.
 - b. When the position announcement closes, the administrator/supervisor shall first review the files of District employees requesting a transfer and interview all transfer candidates. When a transfer is not granted, the selection process will continue for other applicants.

Note: Outside applicant files will not be reviewed by the administrator and/or supervisor until after the transfer process is complete.

6. An employee's consideration for transfer will be evaluated based on how well they meet the employment standards of the position and their overall qualifications, prior evaluations and interview. When an interview is held during an employee's scheduled work day, there will be no deduction in pay.

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7. Transferees not selected to fill an opening will be notified (verbally or in writing) by the job site administrator/supervisor within five (5) working days after the successful transfer candidate has been notified.

→ Employees who wish to discuss the reason they were not selected may make an appointment with the administrator/supervisor or request the reason in writing.
8. This transfer procedure only applies to regular (not temporary) positions and locations listed in the negotiated agreement.
9. Administrators/supervisors may review the personnel file of employees requesting transfer; therefore, employees should update their files to ensure they contain the necessary information, i.e., resume, letters or recommendation, etc.

Adopted: March 26, 1991
Revised: March 24, 2009