



## Provo City School District Policy Series 5000

Policy No. 5245

### Transfers

**Definition:** Transfer means the assignment to a different work location in the same job classification and at the same pay rate.

#### Employee Initiated Transfer

The Personnel Office shall facilitate discussion regarding employee initiated transfers.

Application for Transfer: To apply for a transfer, the employee must submit a written request to the District Human Resources Office. The employee is responsible to:

1. Check job postings at the District Office or at [www.provo.edu](http://www.provo.edu); and
2. Apply for such openings by submitting the information requested in the job posting within five (5) working days of the job posting or by the deadline identified on the job posting; and shall notify his/her immediate supervisor of the transfer request.

Interview for Transfer: Transfer requests will not be automatically granted. As with all District employment, the position will be filled by the individual who best meets the requirements and qualification of the particular job description. In granting transfers, the District will give preference to District employees providing all other qualifications for the particular position are equal.

Transfer Approval: Employee initiated transfers should be approved by the administrator of the unit where the vacancy exists.

Employees who do not have an overall rating of effective or are under a plan of performance improvement may not transfer without approval from the Deputy Superintendent and the Superintendent.

Principals/Directors will appropriately inform applicants not chosen for open positions.

#### District Initiated Transfer

Staff members may be transferred by the District from one assignment to another when the District believes there are compelling reasons for doing so. Those reasons will be discussed with the transferred employee and the principal(s)/Director(s), prior to transfer. Salary of a District initiated transferred employee shall not be decreased.

Transfer Approval: District initiated transfers shall be approved by the Deputy Superintendent with authorization from the Superintendent.

**Authority**

The Deputy Superintendent with authorization from the superintendent has final authority for all transfers.

Legal References:

34A-5-106  
53G-11-517

Synopsis:

Utah Labor Code- Discrimination  
Restriction on Transfer of Employee with  
Unsatisfactory performance

Cross References:

Approved by Board of Education:

January 14, 2014