

TRANSFER OF NON-INSTRUCTIONAL/SUPPORT PERSONNEL

The Superintendent may transfer any non-instructional/support personnel from one position, grade, or work site to another by giving written notice to the employee of such intention to transfer.

The principal shall have the authority to transfer employees at the school in which the principal is employed, subject to the approval of the Superintendent.

Transfer decisions shall be based upon performance, effectiveness, and qualifications as applicable to each specific position. *Effectiveness*, as determined by the Board's personnel evaluation program, shall be the primary reason for considering a transfer. Conversely, seniority or tenure shall not be used as the primary reason when making any decisions to transfer an employee.

A school employee who has been a victim of physical abuse by any student(s) shall be given the opportunity to transfer to another position for which he/she is certified or otherwise qualified and in which he/she shall not have contact with the student(s), provided there is a position available.

July 1996

January 1997

Revised: November 2012

Ref: La. Rev. Stat. Ann. §§17:7, 17:81, 17:421.3, 17:443; Board minutes, 1-17-89, 6-15-93, 7-16-96, 1-21-97, 11-20-12.