

**Administrative Procedure for Internal Transfer Requests  
Assignments/Reassignments/Transfers  
NHC Schools Policy Code 7440**

Employee-initiated transfers to other sites/locations in the district for an upcoming school year shall follow these guidelines and adhere to the specific dates listed below:

1. Employees may apply for a transfer to another school/location **between May 1<sup>st</sup> and the close of business on June 1<sup>st</sup> of each year**. Requests for transfers received after June 1<sup>st</sup> will not be accepted nor acted upon.
2. The employee submits an **Employee Transfer Request form** to the Director of Human Resources to be considered for a transfer for the upcoming school year.
3. Before submitting the letter of interest, the employee shall discuss his/her intentions with his/her immediate supervisor. This is a courtesy conference initiated by the employee himself/herself with the current supervisor.
4. Employees wishing to be considered for a transfer may apply even if a position for which they are qualified/licensed does not necessarily exist. Under this provision, it must be understood that a desired vacancy may or may not occur during the transfer eligibility period.
5. If/When a vacancy exists, the Director of Human Resources shall forward the name to all appropriate supervisors (principals, directors, etc.) who serve as the initial hiring agents for any vacant positions within their scope of responsibility.
6. Employees who have indicated a desire to transfer shall be considered for all vacancies for which they are qualified/licensed before external candidates are interviewed.
7. It must be understood by all parties that submitting an Employee Transfer Request form does not guarantee that a transfer will be made. Principals and directors are charged with and expected to hire the very best candidate for a given vacancy. Current employees who wish to be considered for a transfer are, however, given first priority for interviews when vacancies exist and for which they have expressed an interest within the time-frames established in this procedure.
8. Interviews will be granted to those wishing to transfer, but this does not guarantee that such person will be hired.
9. In all matters of transfers, both the supervisor losing the person and the one to receive the person shall be consulted by the Human Resources Director, verifying the suitability of the employee for the vacant position.
10. **All transfers must be completed by the close of business on June 30<sup>th</sup> of each year. If this date falls on a weekend, the Monday following the 30<sup>th</sup> will be the deadline for finalizing all transfer requests.** Employee-initiated transfers will not be considered or honored after this date so that each school's/site's organizational plans/structures will be preserved moving closer to the start of a new school year. Even if a position for which a person desired a transfer comes available after June 30<sup>th</sup>, he/she is ineligible to be considered for that position.
11. In accordance with Board policy, the superintendent will make the final decision about an employee's transfer request, taking into account all elements as specified in *NHCS Board Policy # 7440*. The superintendent/designee shall report all transfers made to the Board of Education in its next regularly scheduled meeting following the decision to transfer an employee. The employee will be notified if/when the transfer has been approved. Human Resources will work with supervisors to determine an appropriate start date.