

## Staff Transfer Request Procedures

The following are the transfer request procedures:

1. Complete and submit to the KGCS Human Resources Department a transfer request form (GDI-F) no later than April 1st. A new form must be completed for each year the employee desires transfer consideration.
2. After the April 1<sup>st</sup> deadline, transfer requests may be submitted but will receive consideration limited to openings existing or occurring after April 15th.
3. Supervisors and principals will be notified of all employees eligible for transfer as soon as possible following the April 1<sup>st</sup> deadline. As openings exist, supervisors and principals may contact, interview, and consider any or all appropriately credentialed (i.e. teaching certification, other qualifications necessary according to job description, etc.) employees eligible for transfer. To be considered for a transfer, an employee must have a completed transfer request form (GDI-F) on file with the Human Resources Office for the year in which they are requesting transfer.
4. Supervisors or principals will submit transfer recommendations to the Human Resources Department as soon as possible but no later than May 15. Upon receipt of a recommendation to accept a transfer from a supervisor or principal, the Human Resources Department will contact the employee to confirm acceptance of the transfer assignment.

Adopted: March 24, 2014

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