

<b>TOPEKA PUBLIC SCHOOLS</b>	<b>REGULATION NUMBER: 4170-03</b>
<b>SUBJECT:</b>	<b>DATE OF ISSUE: 03/01/12</b>
<b>EMPLOYEE TRANSFERS</b>	<b>REVISIONS: 09/07/23</b>
	<b>PREPARING OFFICE:</b> <b>HUMAN RESOURCES</b>

**I. PURPOSE:**

To establish the procedure for employee transfers.

**II. PERSONNEL AFFECTED: Certificated Personnel.**

**III. PROCEDURE:**

**Administrative-Initiated Transfer**

1. Whenever a transfer is necessary, and in the best interest of the district, a professional employee may be transferred by the superintendent or designee.

**Employee-Initiated Transfer**

1. An employee may request a transfer to a different school or district department at any time. A transfer request for the following school year shall be made in writing to the human resources office on or before March 31<sup>st</sup>, on forms provided and shall include the desired grade level, teaching area and/or school or department. A professional employee requesting a transfer shall immediately supply a copy of the transfer request to their supervisor and/or administrator in charge of the school or department the professional employee is presently assigned.
2. Until a transfer request is approved, and the effective date of the transfer established, the employee must continue to report to their current assignment.
3. The human resources office shall notify the professional employee, in writing, of any final action taken on a request for transfer.
4. A transfer request may remain on file only until the beginning of the next school year. Prior to any final action on a request for transfer, a professional employee may cancel such request in writing by notifying the human resources office.