

**TRANSFER OF MANAGEMENT PERSONNEL**Management Personnel Initiated Transfer

Management personnel should periodically confer with the Superintendent to discuss their professional objectives.

1. Unspecified requested transfers

Management personnel who wish to be considered for transfers should notify their supervisors and make an appointment with the Superintendent to discuss their request.

2. Specified requested transfers.

Management personnel eligible for transfers to fill specific management vacancies shall be allowed an opportunity to apply for a transfer. The Director, Human Resources, shall notify all eligible management personnel of existing vacancies and allow adequate time for a response.

Management personnel who wish to be considered for the specific vacancy or other vacancies which may occur as a result of a transfer to fill the announced vacancy, shall notify their supervisors and contact the Assistant Superintendent, Human Resources.

District Initiated Transfers

The Superintendent or his/her designate may initiate transfers of management personnel when he/she concludes such action is appropriate.

1. The supervisor of the administrator being considered for transfer shall be consulted prior to the District contacting the person.
2. District initiated transfers which are agreeable to the administrators involved may be made after a meeting between the administrators and the Assistant Superintendent, Human Resources.
3. An involuntary transfer shall be made only after a meeting between the administrator involved and the Assistant Superintendent, Human Resources, at which time the administrator shall be notified of the reasons. If requested, the specific reasons for the transfer shall be given in writing.
4. Transfer of an administrator in an effort to improve performance deficiencies shall occur in accordance with the evaluation process. The administrator shall receive in writing those specific changes in performance which he/she is expected to exhibit in the new assignment. Within one year after the date of transfer, a follow-up performance evaluation will be conducted.

Fullerton Joint Union High School District  
**AR 2240.1(b)**

Personnel Records

Information pertinent to an administrative transfer shall be entered in the personnel file. A copy of this information shall be given to the administrator involved. The administrator may provide a written statement to the Assistant Superintendent, Human Resources, which will also be entered in his/her file.

Regulation approved: February 7, 1978; March 22, 1999; September 12, 2001; September 6, 2005