

**WASHOE COUNTY SCHOOL DISTRICT
ADMINISTRATIVE REGULATIONS**

TRANSFERS - CLASSIFIED

4215

Types of Directed Transfers

1. Routine Transfers:

Adjustment transfers and personnel shifts are periodically made necessary by increases or decreases in the enrollments of grades, classes, schools or organizational levels.

2. Personal Adjustment Transfers:

Such transfers are made when a more satisfactory assignment appears both desirable and possible. The decision for change should be based on the principle that a different environment may often promote improved work habits and thus benefit the individual and the Washoe County School District.

Procedure for Directed Transfer

When it becomes necessary in the best interest of the school district for a division or department head to initiate action relative to a directed transfer of a classified employee, every effort will be made to ensure that such a transfer is mutually agreeable to all parties concerned. However, the final decision to make such a transfer rests with the division or department head.

Other Transfers

See Article 12 of the Washoe County School District - Washoe Education Support Professionals / Nevada State Education Association (WESP/NSEA) Negotiated Agreement.

Adopted: 04-11-67
Revised: 06-09-70; 11-22-76; 10-27-92
Reviewed: 07-14-98