



## Administrative Regulation 4215 TRANSFERS: CLASSIFIED

**Responsible Office:** Office of Human Resources

### REGULATION

1. Types of Directed Transfers
  - a. 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.
  - b. 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.
2. 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.
3. Other Transfers. See Article 12 of the Washoe County School District - Washoe Education Support Professionals / Nevada State Education Association (WESP/NSEA) Negotiated Agreement.

### LEGAL REQUIREMENTS & ASSOCIATED DOCUMENTS

1. This regulation reflects the goals of the District's Strategic Plan and aligns/complies with the governing documents of the District, to include:
  - a. Board Policy 4105, Employment Practices
2. This regulation complies with Nevada state laws and regulations.

### REVIEW HISTORY

Date	Revision	Modification
4/11/1967	1.0	Adopted
6/9/1970	2.0	Revised
11/22/1976	3.0	Revised
10/27/1992	4.0	Revised
7/14/1998	4.1	Reviewed