

GARF-R Employee Transfer

1/28/16

RATIONALE/OBJECTIVE:

Each Cobb County School District (District) employee is assigned to a position which meets the needs of the District, commensurate with the employee's training, certification, years of experience and other appropriate factors. The District provides opportunities for employees to transfer from one work site to another within the District according to the personnel needs of the District.

RULE:**A. ELIGIBILITY:**

Employees with a current overall unsatisfactory annual evaluation rating (e.g. Cobb Keys for Teacher Effectiveness System Levels 1 and 2), are not eligible to apply for transfer. In order to minimize disruption to a school during the start of the school year, transfers will only be accepted from February 1 to June 1. To be eligible to apply for a transfer to another location for the next school year, one or more of the following conditions must be met:

1. Has been at the present school/worksite for two years at time of transfer;
2. Is requesting a move from one level to another (i.e. elementary to middle);
3. Is requesting a change in length of work day (i.e. full-time to half-time); or
4. Was a designated re-assignee for the current school year.

B. PROCEDURES:

The following regulations will be observed in regard to transfer of employees:

1. Posting Requirements:

Lists of vacancies and related transfer information shall be posted online on the District's Web site.

2. Paperwork Requirements:

- a. A Change Form must be completed by employees before requesting a transfer to be considered for vacancies within the District and must include a current supervisor's reference.
- b. All necessary forms, i.e. change form, current supervisor's reference, must be completed and available online and EAFs forwarded to Human Resources Division before transfers will be processed.

3. Effective Date:

- a. The effective date of any transfer must be specifically approved in advance by both of the involved principals/supervisors.

4. Prohibited Contacts:

Administrators should not contact potential transfers until the official transfer forms have been made available and until prior contacts with employee's current principal/supervisor has been made.

5. Maximum Impact:

The voluntary transfer process shall not create more than ten percent loss in staff in each school program.

C. FAMILY MEMBER LIMITATIONS:

1. Transfer requests that would result in immediate family members working in the same school or division of the District must be pre-approved by Human Resources Division. Under no circumstances will a transfer request be approved that would result in an employee be assigned to supervise the activities or evaluate the performance of someone in his/her immediate family.

2. For the purposes of this provision, the term "immediate family" is defined as:
 - a. A spouse, child, sibling, parent, or the spouse of a child, sibling or parent;
 - b. Any relative living in the household of the employee; or
 - c. All step relatives as identified above.

D. DISTRICT PREROGATIVE:

The Human Resources Division may make exceptions to this Rule as it meets the needs of the District. This would include, but not be limited to, the District recruitment fairs.

Approved: 6/15/66

Revised: 5/8/68; 2/11/70; 9/8/71; 5/8/74

Reviewed: 7/74; 8/13/75; 7/28/77

Revised: 8/10/77; 7/1/81; 9/23/82; 5/26/83; 8/8/84; 6/19/86; 11/12/87; 6/27/91; 2/5/92; 2/3/93; 9/22/94; 3/28/96; 2/11/98; 1/12/00; 10/26/00; 1/25/02

Reclassified an Administrative Rule: 9/1/04

Revised: 7/1/05; 11/14/07; 2/10/10

Revised and recoded: 7/19/12 (Previously coded as Administrative Rule GBNA)

Revised: 6/12/13; 4/15/15; 1/28/16

Legal Reference:

O.C.G.A. 20-02-0211 Annual contract; disqualifying acts; fingerprinting; criminal record checks