



## SUMTER SCHOOL DISTRICT

### Employee Transfers

All district employees are eligible to request a transfer to another location.

In accordance with Board Policy GCKR:

- An employee who wants a transfer for the next academic year must complete an employee transfer request form, stating the position and school desired.
- Once the employee has secured the signature of his/her principal/supervisor on the employee transfer request form, it should be submitted to the Chief Human Resources Officer (CHRO).
- Upon receipt of the transfer request form, the CHRO will add the individual's name to the district's transfer list, which is periodically updated and sent to principals/supervisors. Once the employee is on the transfer list, he/she is allowed to inquire about and interview with principals/supervisors for possible vacancies for the next school year.
- An employee can use this procedure to request a transfer at any time during a school year up to the deadline of May 15th. **(The superintendent may adjust the deadline date if it is in the best interest of the district to do so.\*\*)** No transfer requests will be considered after the deadline date and the transfer list does not carry over to the subsequent school year. Therefore, the employee must complete a new employee transfer form each school year.
  - **\*\*The deadline for transfer requests for the 2020-2021 school year will be March 31, 2020.**
- Based upon the recommendation of the two principals and/or supervisors involved, a decision will be made and the CHRO will give written notice to the employee that the transfer has been either approved or disapproved.
  - **Written notification will be sent to the employee on or before April 30, 2020.**

This allows the District to provide stability to all schools as preparations for the upcoming school year are finalized. Ultimately, the final decision for all transfers will be based on the needs of the district and its students.

**NOTE:** The receiving principal or supervisor is under no obligation to accept this employee as part of his/her staff. Likewise, the sending principal or supervisor may also deny the request, if the timing of such a move is detrimental to his/her school or program.

The Employee Transfer Request Form is available on the Sumter School District website.



# Sumter School District Employee Transfer Request Form

- Completed transfer requests must be submitted to the Office of Human Resources by **March 31, 2020**.
- Employees will be notified in writing of the status of their request on or before **April 30, 2020**.

## EMPLOYEE INFORMATION

Employee Name: \_\_\_\_\_  
Present Work Location: \_\_\_\_\_  
Present Job Position: \_\_\_\_\_  
Request Transfer To: \_\_\_\_\_  
Desired Job Position: \_\_\_\_\_

## REASON FOR TRANSFER REQUEST

Please describe your reason for making this transfer request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## SIGNATURES

**By signing below, the employee acknowledges that he/she has participated in a personal conference with the Principal/Director and has discussed the contents of this form with him/her.**

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

**By signing below, the Principal/Supervisor acknowledges that he/she has participated in a personal conference with the employee and has discussed the contents of this form with him/her.**

\_\_\_\_\_  
Signature of Principal/Supervisor

\_\_\_\_\_  
Date