

**POWAY UNIFIED SCHOOL DISTRICT  
ADMINISTRATIVE PROCEDURE**

**Originator:** Assoc. Superintendent, PSS

**Issue No:** 3

**Date:** 7/29/91

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**Reference:** EC 35042, 44951

**ARTICLE: 4.0 PERSONNEL SUPPORT SERVICES**

**4.4 MANAGEMENT PERSONNEL**

**4.401 EMPLOYMENT OF MANAGEMENT  
PERSONNEL**

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**SECTION 4.401.2 Transfer, Reassignment, and Termination**

It shall be the intent of the Board of Education to provide qualified managers an opportunity to be considered for transfer to another assignment.

Any management employee shall have the right to request a transfer for which he/she is qualified. Criteria for transfer shall include, but not be limited to, the following:

1. The educational welfare of the pupils
2. The qualifications of the staff member
3. The quality of service rendered to the District by the employee

Request for transfer for the succeeding school year shall be submitted through the immediate supervisor to the Personnel Department in writing prior to February 1<sup>st</sup>. All requests for the current year shall expire on June 30.

**Involuntary Transfer**

Involuntary transfer is defined as a District initiated request for transfer. An involuntary transfer shall take place as far in advance as possible and shall be consistent with District needs.

**Reassignment**

Reassignment is defined as a District directed change of employee assignment which shall be consistent with District need. A person serving in a management position shall be given written notice if he/she is to be reassigned.

In all reassignment cases, the manager involved will be afforded the opportunity to discuss the matter with the appropriate manager prior to a final decision being made. The final responsibility for reassignment decisions is that of the Superintendent.

**Termination**

Managers who are being terminated involuntarily shall receive written notification consistent with existing laws.