

Downey Unified School District

CERTIFICATED PERSONNEL

VOLUNTARY REASSIGNMENT/TRANSFER

MAR 4115.1

The Superintendent is responsible for recommending administrative personnel for voluntary reassignment/transfer to another position within or below his/her grouping on the administrative salary schedule. The following conditions shall be used as a guide:

1. The employee shall complete and submit a District request for reassignment/transfer form to the employee's immediate supervisor.
2. Requests for such a change shall bear the signature of the immediate supervisor. The signature of this supervisor acknowledges the employee's desire. A supervisor may not prevent an employee from making such a request.
3. The filing of a request for reassignment/transfer is without prejudice to the employee. It will not jeopardize the present assignment. The request may be withdrawn at any time prior to the official confirmation of the transfer.
4. Administrative personnel who are at or above the salary grouping of a vacant position will be eligible to request reassignment/transfer. Eligible personnel shall be entitled to an interview with the head of the administrative unit where the opening exists. Such an interview will precede the advertisement for the position.