

GARF-R Employee Transfer

12/7/23

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. During the competitive hiring process, eligible employees may apply for positions in which they are qualified.

RULE:**A. ELIGIBILITY:**

In order to minimize disruptions during the school year, transfers will only be accepted for the upcoming school year from the date jobs are posted to June 1, unless otherwise specified by Human Resources. Applicants may only accept one transfer per school year. To apply for a transfer, employees must inform their current principal or supervisor and complete the internal application for the position in which they are interested. Employees with a current overall unsatisfactory annual evaluation rating (e.g., Teacher Keys Effectiveness System Levels 1 and 2), are not eligible to apply for transfer. Transfers are not guaranteed.

To be eligible to apply for a transfer to another location for the next school year, employees must be at the present location for a minimum of two years at time of transfer unless you have been reassigned in 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. Requirements:

To be considered for a transfer, applicants must apply for specific jobs. An internal application must be current and complete, including a current principal/supervisor's reference, before an applicant will be considered for a transfer.

3. Effective Date:

If approved, the effective date of transfer must be agreed upon by both of the involved principals/supervisors.

4. Appropriate Communications:

Principals/supervisors with vacancies and potential transferees should not communicate until all the required paperwork is complete.

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 being 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.

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; 1/26/18; 7/1/18; 12/8/22; 12/7/23

Legal Reference:

O.C.G.A. 20-2-211

Annual contract; disqualifying acts; fingerprinting; criminal record checks