

## PROCEDURE 312 ASSIGNMENT AND TRANSFER OF PRINCIPALS

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- I. Definition of Terms
  - A. Transfer

For the purpose of this Procedure 312 - Assignment and Transfer of Principals, transfer will refer to the movement of a Principal or Assistant Principal to another building or assignment. Normally, this would be for one school year or more.
  - B. Classification

For purposes of this Procedure 312 - Assignment and Transfer of Principals, classification will be as stated in the applicable Terms and Conditions of Employment for the Licensed Principals.

    1. The position of high school Principal will be considered a separate job classification.
    2. The position of middle school Principal will be considered a separate job classification.
    3. The position of elementary Principal will be considered a separate job classification.
    4. The position of OALC Principal will be considered a separate job classification.
    5. The position of high school Assistant Principal will be considered a separate job classification.
    6. The position of middle school Assistant Principal will be considered a separate job classification.
    7. The position of elementary Assistant Principal will be considered a separate job classification.
    8. The position of OALC Assistant Principal will be considered a separate job classification.
- II. Voluntary Transfer
  - A. A Principal or Assistant Principal may request a transfer to another building or Principal on Special Assignment position by submitting a request for transfer to the Director of Human Resources upon notification of available vacancies. Requests must be submitted in writing via email. The request will remain on file in the Human Resources office until the transfer is granted or denied.
  - B. New and existing positions listed in Section I.B. which become open, will normally be posted for five (5) working days. Principals or Assistant Principals who request to receive announcement of vacancies during the period when they are not on duty will be notified via email to their District email address.
  - C. The Principal/Assistant Principal voluntary transfer process will occur in the following sequence:
    1. A Principal or Assistant Principal who has submitted a request for transfer will be given first consideration for the opening.
    2. If there is a Principal or Assistant Principal vacancy, all Principals in the job classification who have submitted a request for transfer will be granted an interview.
    3. The District reserves the right not to grant a transfer request. A Principal or Assistant Principal may request the reason(s) for the denial and the District will respond.

- D. Principals or Assistant Principals who are currently on an assistance plan under the District's evaluation program will not normally be eligible for a voluntary transfer.

### III. Involuntary Transfer

- A. Involuntary transfers will be made by the administration in order to best meet the needs of the District. An involuntary transfer may precede a voluntary transfer.
- B. Every attempt will be made to notify any Principal or Assistant Principal as soon as the need for transfer is realized.
- C. The Principal concerned has the right to respond in writing to the proposed transfer and all documents will be placed in the principal's personnel file.
- D. Involuntary Transfer for Non-Performance Reasons (pertains to only those circumstances where an involuntary transfer is not required as a result of elimination of position or principals asserting their bumping rights as outlined in F below)
  - 1. An involuntary transfer under this category will occur at the current rank and grade of the impacted principal.
  - 2. The salary of a principal asked to accept an involuntary transfer to a lower classification on the principal's salary schedule will be held harmless until the principal is returned to a position within his/her prior classification or up to a maximum of five (5) years, whichever is sooner.
- E. Involuntary Transfer for Performance Reasons
  - 1. When a Principal or Assistant Principal who is on an assistance plan under the District's evaluation program is involuntarily transferred, specific reasons for the transfer will be given in writing to the individual. These reasons would have been a part of the assistance plan.
  - 2. The salary of a Principal asked to accept a change to a lower classification on the Principal's salary schedule due to performance reasons, will be frozen for one year.
- F. Involuntary Transfer Resulting from Elimination of Position or Bumping
  - 1. In the event of elimination of a position due to a budget adjustment process or program adjustments, Principals and Assistant Principals will have the transfer and bumping rights described in this section.
  - 2. Principals and Assistant Principals who occupy a position that is eliminated will have the right to the least senior position within the same classification. For the purposes of involuntary transfer, seniority is defined as the first day of consecutive employment in a position that requires a license as defined under Minnesota Statute 122A.40.
  - 3. Principals and Assistant Principals who occupy a position in a classification in which they are least senior may bump the least senior person in the next lower classification provided that they possess the appropriate license.
  - 4. Principals and Assistant Principals who occupy a position in a classification in which they are the least senior in their classification and less senior than all other persons in the principals' classification for which they are licensed, may bump the least senior, highest ranked position equal to or lower than their present position in the employee classifications of Licensed Coordinators provided the Principal or Assistant Principal possesses the appropriate license for such a position.

5. Principals and Assistant Principals who occupy a position in a classification in which they are the least senior in their classification and less senior than all Principals, Licensed Coordinators for which they are licensed may bump into a teaching assignment in a field for which they are licensed by way of the Teacher Involuntary Transfer Process, provided the Principal or Assistant Principal is more senior than the least senior teacher in a licensed field for which the District employs teachers.
  6. In the event that a position which has been eliminated is reinstated, or if a more senior Principal or Assistant Principal retires or resigns, thus creating a vacancy, such a vacancy will be filled by reversing the above process in seniority order. This procedure will be implemented for a period not to exceed five years from the effective date of the eliminated position, and maintains consistency with Minnesota Statute §122A.40, Subd. 11 (b)(i) - Unrequested Leave of Absence.
- G. In the event of elimination of a position due to a budget adjustment process or program adjustments, licensed administrators with higher classifications, with the exception of the Superintendent, will have the right to bump the least senior highest ranked licensed Principal or Assistant Principal if the licensed administrator is more senior than the least senior highest ranked Principal or Assistant Principal. All procedures III.F.1-5. above shall apply when procedure III.G. is activated.

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Procedure Revised: 4/15/97  
Procedure Dated: 7/24/79

***Cross-Reference:***

Teacher Transfer Process

***Legal References:***

M.S. 122A.40- Employment, Contracts, Termination  
M.S. 122A.40, Subd. 11.b - Unrequested Leave of Absence

School Board  
INDEPENDENT SCHOOL DISTRICT 279  
Maple Grove, Minnesota