

## EMPLOYEE TRANSFER POLICY

Policy Number: AD0105	Effective Date: 2/20/01	Policy Council Approval Date: 2/20/01
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**PERFORMANCE OBJECTIVE:** A number of the standards address the need for consistent staffing patterns including 1304.21(a)(3)(i)(C), 1304.21(a)(3)(ii), 1304.21(b)(1)(i), 1304.21(a)(1)(ii), 1304.40(a)(1).

**PROCEDURE:**

1. This policy discusses procedures for administering employee requests for lateral (same grade) transfers within the program or between centers. It does not restrict employees from applying for positions in grades that are different from their current position.
2. Employees requesting a lateral transfer must send a written request to the Director, their current supervisor and potential supervisor (if applicable).
3. The written request must include the reasons for the change.
4. The Director will evaluate all written requests for lateral transfers. Decisions will be based on what is best for the Head Start Program.
5. Employees will not be eligible for lateral transfers until after their one-year anniversary.
6. Employees will not be eligible for lateral transfers if they have received a reprimand within the last twelve months.
7. Lateral transfers requested between September 1<sup>st</sup> and April 1<sup>st</sup> will be carefully evaluated for their impact on children and families in the program. These requests will only be granted if the move is in the best interests of the program.
8. The Director may request a transition plan from the employee and supervisor before the transfer becomes effective. The purpose of this plan will be to minimize the disruption to the children and families and to ensure that all work duties are completed prior to the transfer.