## **ADMINISTRATION**

## Administrative Transfer

Any certified staff member employed as a supervisor or administrator shall be subject to transfer at the expiration of his/her employment contract to any administrative or non-administrative position for which the annual compensation is less than the position currently held by the administrator. Such staff member shall be notified in writing of the reason(s) for the transfer and of the position to which he/she will be transferred on or before May 15, or June 1 if the omnibus appropriations act has not been passed by the legislature by May 15.

If written request is made to the board of directors within ten (10) days, the staff member shall be given the opportunity to meet informally with the board in executive session to refute any facts upon which the determination of transfer was made and to support his/her request to reconsider the decision of the superintendent. The board shall render its final decision within ten (10) days of the informal meeting.

School principals are not subject to transfer to a subordinate position after three (3) consecutive years of employment as a principal in the district, or after the first year in the case of a principal who has been employed for three (3) or more consecutive years as a principal in another district in the state of Washington.

Legal References: RCW 28A.405.230 Transfer of administrator to subordinate

certificated position

WAC 180-16-231 Assignment of principals and vice principals

within the district

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