

#### 19.14.5 Temporary Transfer

- a. On rare occasions due to district staffing needs, it may be necessary for Educational Support Professionals to be temporarily transferred to a different site or program.
- b. A temporary transfer shall be made only after a consultation between the employee and a supervisor, at which time the supervisor will provide the reason for the temporary transfer, the start date and expected end date, and any significant changes to assigned duties. The employee may provide reasons for why the temporary transfer is a hardship or adversely impacts them.
- c. Prior to initiating a temporary transfer, a supervisor will request volunteers from among those affected by the need for transfer. If more than one employee expresses interest, the employee with the greatest district seniority shall be given the first opportunity to accept the assignment.
- d. If there are no volunteers, the supervisor will consider the following in sequential order:
  - 1) Employees impacted by past temporary transfers
  - 2) Employee experience and training
  - 3) Other relevant factors such as location, transportation, or hardship
  - 4) Employee seniority