

TRANSFER OF CERTIFIED/NON-CERTIFIED PERSONNEL

By the Board-Certified Personnel

In accordance with The Code of Alabama, certified personnel may be transferred for any succeeding year from one position, school, or grade to another by being given a written notice of such intention to transfer based upon the written recommendation of the Superintendent and approval of the Board, except that such transfer may not be for political or personal reasons.

Effective July 1, 2000, the Board may, within 15 days before or after the first day of the school year, transfer a teacher who meets all qualifications, certification, grade level, or subject matter requirements, on a temporary emergency basis. Such transfers must be made in accordance with Legislative Act, 00-733.

Certified personnel may contest a proposed transfer in accordance with provisions set forth in Title 16-24-5, 6, and 7 of The Code of Alabama.

In order to protect the educational interest of students, involuntary transfer by the Board shall be held to the absolute minimum during the times schools are in session.

By the Board-Non-Certified Personnel

The Board, upon the recommendation of the Superintendent, shall have the authority to transfer non-certified personnel from one position to another when such transfers are in the best interests of the School System. All transfers shall be in accordance with the provisions outlined in The Code of Alabama, Title 36-26-100 to 108.

SOURCE: Chilton County Board of Education, Clanton, AL

ADOPTED: Sept. 1989; Revised: Feb. 20, 2001; Revised: Nov. 2006; Revised: Dec. 12, 2006;
Revised: March 10, 2009

LEGAL REF: The Code of Alabama, 16-9-23, 16-24-5 to-71 Att. Gen.'s Op., Mar. 21, 1967;
Legislative Act, 00-733.

LEGAL REF: The Code of Alabama, 36-26-100 to 108; District Court of the United States of American, Middle District of Alabama, Northern Division, Consent Decree, Dated 1997.

**VOLUNTARY TRANSFER REQUEST FOR CERTIFIED/NON-CERTIFIED
PERSONNEL**

Requests for Voluntary Transfer by Employees

Voluntary transfers based on employee requests shall be governed by the following procedures:

1. All voluntary transfer requests must be made via the **TEACH-IN-ALABAMA** website.
2. Only those employees who are highly qualified and meet all certification requirements based on degree and discipline area or areas for a specific position will be considered for a voluntary transfer. **(CERTIFIED ONLY)**
3. All qualified employees requesting transfers and qualified new applicants will be given consideration for vacant positions based on information obtained from individual applications on file, references, interviews, etc. In keeping with the Equal Employment Opportunity Act, employees requesting transfers should not expect and cannot legally be given preferential treatment on matters related to transfers and/or employment.
4. In order to protect the educational interest of students and the District, individual requests for voluntary transfers will not be considered during the time when schools are in session. Under normal circumstances, voluntary transfers will be made during the time in which schools are not in session, generally during **June and July**.
5. Employees interested in a voluntary transfer to become effective at the beginning of the next school year (normally, August) must complete and submit a Transfer Request online. The Transfer Request must be completed when a job is posted.
6. No employee will be discriminated against based on a request for a transfer.

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**TRANSFER REQUEST FORM FOR CERTIFIED/NON-CERTIFIED
PERSONNEL
CHILTON COUNTY BOARD OF EDUCATION
Clanton, Alabama**

Note: This form in addition to the online application must have the signature of your immediate supervisor/principal and submitted to the superintendent or designee before your transfer application is considered.

I am an employee in accordance with The Code of Alabama and wish to be considered for a transfer _____
(School/Work Site)

to _____ as _____.
(School/Work Site; List One Only) (Position)

_____/_____
Employee's Signature Date

_____/_____
Supervisor's/Principal's Signature Date

Note: This request will be discarded on the last day of August! Those employees interested in an internal transfer during the next school year must complete another Transfer Request Form and submit it to his/her supervisor/principal.

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