

**SUPPORT STAFF ASSIGNMENTS AND TRANSFERS
(REGULATION)**

In accordance with the policy of the board of education, the following regulation shall apply to transfers and reassignments of support personnel:

Involuntary Transfers

1. Involuntary transfers may occur as staff is reduced in a program or building, due to loss of funds, the closing of a building, for disciplinary reasons, or to effectively match the abilities of the staff with the specific needs of the position.
2. In the case of staff reduction in a program or school, those employees with the least seniority shall be reassigned first or laid off.
3. An involuntary transfer will be effected only after a meeting between the employee and the administrative supervisor.