

**LICENSED EMPLOYEE TRANSFERS**

Determining the location where an employee's assignment will be carried out is the responsibility and within the sole discretion of the board. In making such assignments the board will consider the qualifications of each licensed employee and the needs of the school district.

A transfer may be initiated by the employee, the principal, or the superintendent.

It is the responsibility of the superintendent to make recommendations to the board regarding the transfer of licensed employees.

**Legal Reference:** Iowa Code §§ 216.14; 279.8.

**Cross Reference:** 405.2 Licensed Employee Qualifications, Recruitment, Selection  
405.6 Licensed Employee Assignment

**Adopted:**

**Modified:** 04/19/21

**Reviewed:** 04/05/21