

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: GCK-R
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### STAFF ASSIGNMENT AND TRANSFERS

Oyster River Cooperative School District staff seeking a reassignment should notify their supervising principal and superintendent prior to the return of his or her contract or within five days of the posting of a notice of vacancy. A decision on the transfer will be made prior to holding of interviews for the vacant position. Failing approval of the requested reassignment, the staff may choose to apply for the position and proceed through the normal application process.

Reassignments initiated by the administration shall be implemented prior to the issuance of contracts after which reassignment will be made only under unusual or emergency conditions and after consultation with the professional. Staff shall be notified in writing of the transfer.

**Cross Reference:**

Policy GCK – Staff Assignment and Transfer