

**BOARD OF TRUSTEES  
CARSON CITY SCHOOL DISTRICT**

**POLICY No. 406  
CLASSIFIED STAFF**

**ASSIGNMENT AND TRANSFER**

Transfers of classified personnel may be required as a result of increases or decreases in the enrollment of grades, classes, schools, or the workloads at various organizational levels.

Transfers may also be made when there are indications that a different environment may promote improved work habits and job efficiency and thus benefit the individual and the District. All such transfers may be initiated by the Superintendent or the employee's designee.

Voluntary transfers of classified personnel within the District will be considered whenever the best interest of the District or individual will be served. Such transfers may be requested by the employee.

Adopted: August 29, 1979  
Reviewed: January 27, 2009