

**Cincinnati CITY SCHOOL DISTRICT  
ADMINISTRATIVE PROCEDURES**

<b>Procedure Name Assignment and Transfer</b>	
Procedure No. 3130-00-01	Eff. Date: 11/15/2010
Implements Board Policy (ies) <u><b>3130-Assignment &amp; Transfer</b></u>	Last Reviewed: <u>11/15/2010</u>

**1. Background**

Describe relevant background to the implementation of the policy.

A CPS employee may be transferred provided such transfer is supported by the CBA of the employee.

**2. Responsibilities**

Title: Paul McDole, Director of Human Resources	
Address: 2651 Burnet Ave., Cincinnati, OH 45219	
Phone: 513-363-0149	Cell phone: 513-207-1945

Describe responsibilities:

Transfers may be made at the initiative of the Superintendent or other administrative officer or at the request of the employee, and for any purpose which, in the judgment of the Superintendent, is for the welfare of the employee or the schools.

**3. Action Steps**

Describe the action steps relevant to the implementation of the policy.

-enforce/monitor transfer procedures

#### 4. Equity Considerations

Describe any equity considerations relevant to the implementation of this policy.

#### 5. Related Documents / Forms

Document Title	Description	Last Reviewed
1. Transfer section per CBA	CBA language	1/10/2017
2.		
3.		

#### 6. Additional Information

Describe any additional information relevant to the implementation of the policy.