

**Cincinnati CITY SCHOOL DISTRICT  
ADMINISTRATIVE PROCEDURES**

<b>Procedure Name</b> <b>Assignment Transfer</b>	
Procedure No. 4130-00-01	Eff. Date: 11/15/2010
Implements Board Policy (ies) <u><b>4130-Assignment &amp; Transfer</b></u>	Last Reviewed: <u>11/15/2010</u>

**1. Background**

Describe relevant background to the implementation of the policy.

Each employee of District is assigned to a specific position by, or under the direction of, the Superintendent of schools and, so long as it is in keeping with the CBA, may be transferred to any other position for which qualified.

**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:	

**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. Additional Information**

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

- Collective Bargaining Agreement