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**AURORA PUBLIC SCHOOLS**

**APS Code: GDJ**

**Adopted August 1974**

**Revised October 1990**

**Recoded March 1992**

**Reviewed November 2007**

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**SUPPORT STAFF ASSIGNMENTS AND TRANSFERS**

**Classified Employees**

Classified employees shall be assigned only to those positions for which the Superintendent of Schools deems they are qualified.

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**AURORA PUBLIC SCHOOLS**  
**Issued October 1990**  
**Recoded March 1992**  
**Revised January 1996**  
**Revised November 2008**  
**Revised June 2011**

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**APS Code: GDJ-R**

### **CLASSIFIED STAFF ASSIGNMENTS AND TRANSFERS**

Classified employees who wish to transfer to a vacant position for which the employee is qualified shall:

1. Complete an online transfer request form. The employee's supervisor will be notified via e-mail from human resources of the employee's interest in transferring. Once a transfer form is complete, employees may use the HR request for transfer system to select posted positions to which they are interested in transferring. Only the assignments and/or locations specifically requested online by the employee shall be considered.
2. All requests for transfers will be considered; however, submission of a request does not guarantee an interview.
3. In all cases, the initiator of the transfer request will be advised of the action taken.
4. Transfer requests will be recorded in the human resources office.
5. The Board of Education shall act on all transfer requests approved by the Superintendent of Schools.
6. Employees requesting a transfer may withdraw said request at any time.