

CASWELL COUNTY SCHOOLS BOARD OF EDUCATION POLICY	<u>PERSONNEL</u> Involuntary Transfer or Assignment Change	707
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Transfers will be voluntary whenever possible, but any employee may be transferred in order to meet the particular needs of the Caswell County Public School System.

1. Reasons for Transfer or Assignment Change

The school/position assignment of an employee may be changed for one or more of the following reasons:

- The closing of a school.
- The consolidation of schools.
- The reorganization of a school – (adding or deleting grades).
- The opening of a new school.
- A decline in enrollment
- A need to reduce class size.
- A change in curriculum.
- A decline in student registration for a particular course or courses.
- The implementation of a new program, amendments to an existing program, or termination of a program.
- A reduction in the School Board’s budget or funding from state, local, or federal funds.
- A change in school program or level of instruction to improve the effectiveness of the employee.
- Any other reason as determined necessary by the Superintendent.

2. Criteria for Transfer or Assignment Change

The determination of the employee to be reassigned shall be based on one or more of the following criteria:

- The individual’s certification and/or training.
- Preference of the individual(s) involved.
- Recommendations of the Principal(s) or Supervisor(s) involved.
- Seniority in the Caswell County Public School System.
- Legal requirement, such as: court action, State Board decisions, etc.
- Best interest of the School System.
- Opportunity for professional growth of the individual.
- Any other reason determined by the Superintendent.

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3. Procedures for Transfer or Assignment Changes

If it is determined that an employee is to be assigned to a different school or program for the succeeding school year due to any of the reasons listed in Section A, the employee shall be notified by the Director for Personnel and advised of the reason(s) for the change in assignment.

The responsibility for selecting the individual(s) to be reassigned shall be the responsibility of the Superintendent working with the Director for Personnel with recommendations from the Principals/Supervisors affected.

4. Salary Determination

There may be times when critical situations require specific talents or skills, which an employee possesses, and the transfer of that employee is in the best interest of the School System. If the salary schedule of the newly assigned position is at a lower rate than the transferred employee was receiving, the employee's salary shall not be reduced, but shall continue as though the employee were still on the original salary schedule.

There may be times when a reorganization requires that employees be transferred to a position for which the salary schedule is at a lower rate than the employee's current salary and the length of yearly employment is less than the current employment. When this occurs, the employee shall be placed on the salary schedule for the new position at his current salary rate. However, if the employee is probationary (non-tenured) in the current position, the employee's salary will remain at the daily rate at transfer. If the employee has career status (tenure), the employee's salary will remain at the same daily rate and monthly rate until the new salary schedule rises above the rate at transfer.

There may be times when an employee must be removed from a position because of inadequate performance and dismissal is not chosen. The transferred employee will be placed on the salary schedule appropriate to the new position, and the employee's salary shall be at the appropriate rate on the salary schedule even if the salary must be reduced.