

Germantown Municipal School District

Monitoring: Review: Annually, in February	Descriptor Term: Assignment / Transfer	Descriptor Code: 5.115	Issued Date: 03/19/18
		Rescinds: 5.115	Issued: 11/17/14

1 **ASSIGNMENT**

2 The Superintendent shall assign personnel to the various schools or departments by June 15 preceding
3 the school year for which such persons are employed while allowing each principal or immediate
4 supervisor to assign more specific responsibilities within each school.¹

5 Assignment of employees shall be made by the Superintendent based on the recommendation of the
6 appropriate division director and/or building principal. The assignment shall be determined by the
7 applicant's training, experience, and ability to perform the duties of the position and in the best interest
8 of the schools.

9 Extra assignments for which supplements are provided and upon which initial employment was based
10 may not be relinquished in part by the employee without the approval of the person making the
11 assignment.

12 **TRANSFER (to move from one school or administrative unit to another)**

13 The Superintendent shall transfer employees as necessary for the efficient operation of the schools.²
14 Transfers shall be non-discriminatory and shall not be arbitrary or capricious. The Superintendent is
15 responsible for developing and disseminating procedures for transfers.

16 All employees transferred shall receive written notification of the transfer with reason(s) prior to the
17 transfer.

18 The Board shall be notified of transfers at its next regular scheduled meeting.

19 Transfers shall be made in accordance with board policy and state law.

20 **REASSIGNMENT (To move to another assignment within the same school or administrative 21 unit)**

22 Reassignments shall be non-discriminatory and shall not be arbitrary or capricious. Employees shall be
23 reassigned as necessary for the efficient operation of the schools. The Superintendent is responsible
24 for developing and disseminating procedures for reassignments.

25 Reassignments shall be made by the employee's immediate supervisor with approval by the
26 Superintendent.

Legal References

1. TCA 49-2-301(b)(1)(L); TCA 49-5-401
2. TCA 49-2-301(b)(1)(EE); TCA 49-5-510; TCA 49-2-303(b)(3)