

Lakeland Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Assignment / Transfer	Descriptor Code: 5.115	Issued Date: 04/14/14
		Rescinds:	Issued:

1 ASSIGNMENT

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

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

8 Extra assignments for which supplements are provided and upon which initial employment was based may not
9 be relinquished in part by the employee without the approval of the person making the assignment. Other
10 assignments for which supplemental salary is provided shall be made on an annual contract basis.

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

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

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

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

17 REASSIGNMENT (to move to another assignment within the same school or administrative unit)

18 Reassignments shall be non-discriminatory and shall not be arbitrary or capricious. Employees shall be
19 reassigned as necessary for the efficient operation of the schools. The superintendent is responsible for
20 developing and disseminating procedures for reassignments.

21 Reassignments shall be made by the employee's immediate supervisor.

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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)