

Hardeman County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Assignment/Transfer	Descriptor Code: 5.115	Issued Date: 09/11/14
		Rescinds: 5.115	Issued: 01/21/00

1 **ASSIGNMENT**

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

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

11
12 Extra assignments for which supplements are provided and upon which initial employment was based may
13 not be relinquished in part by the employee without the approval of the person making the assignment.
14 Other assignments for which supplemental salary is provided shall be made on an annual contract basis.

15
16 **TRANSFER (to move from one school or administrative unit to another)**

17
18 The director of schools shall transfer employees as necessary for efficient operation of the schools.²
19 Transfers shall be non-discriminatory and shall not be arbitrary or capricious. The director of schools is
20 responsible for developing and disseminating procedures for transfer.

21
22 All employees transferred shall receive written notification of the transfer with reason(s) prior to the
23 transfer.

24
25 The Board shall be notified of transfers at its next regular scheduled meeting.

26
27 Transfers made in accordance with board policy and state law.

28
29
30 **REASSIGNMENT (to move to another assignment within the same school or administrative unit)**

31
32 Reassignments shall be non-discriminatory and shall not be arbitrary or capricious. Employees shall be
33 reassigned as necessary for efficient operation of the schools. The director of schools is responsible for
34 developing and disseminating procedures for reassignments.

35
36
37 Reassignments shall be made by the employee's immediate supervisor with approval by the director of
38 schools.

39
40 Any administrative and supervisory staff member desiring a change of assignment shall make such
41

1 request to the director of schools on or before March 1.

2

3 All other personnel desiring a change of assignment shall discuss the matter with the principal and submit
4 a request for transfer in writing to the director of schools on or before April 1.

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

29

30

31

32

33

Legal Reference:

- 1. TCA 49-2-301(b)(1)(L); TCA 49-5-401
- 2. TCA 49-2-301(b)(1)(EE); TCA 49-5-510 ;
OP Tenn. Atty. Gen. 98-164 (August 24, 1998); TCA 49-2-303

Cross References:

- Nepotism 1.108
- Line and Staff Relations 5.101
- Job Descriptions 5.103
- Recruitment 5.105

34

35

36

37

38

39

40

41

42

43

44

45

46

47

48

49