

Scott County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Assignment/Transfer	Descriptor Code: 5.115	Issued Date: 08/09/01
		Rescinds: 5.115	Issued: 08/08/96

1 **ASSIGNMENT**

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3 The director of schools shall assign personnel to the various schools or departments by May 15 for licensed
4 personnel and by June 15 for non-licensed personnel preceding the school year for which such persons
5 are employed while allowing each principal or immediate supervisor to assign more specific responsibili-
6 ties within each school.¹

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

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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.

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

24
25 If a transfer is performance-based, the transfer shall be preceded by a written statement of deficiencies
26 and when feasible, a reasonable opportunity to improve.

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28 Individual members of the Board shall be notified of transfers five (5) business days in advance of the
29 transfer whenever practical or as soon as possible thereafter.

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31 Transfers made in accordance with board policy, state law and any negotiated contract are final..

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

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

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

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