

# Franklin Special Board of Education

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Assignment/Transfer</b>	Descriptor Code: <b>5.115</b>	Issued Date: <b>10/20/14</b>
		Rescinds: <b>5.115</b>	Issued: <b>09/11/00</b>

1 **ASSIGNMENT**

2  
3 The director of schools shall assign personnel to the various schools or departments by June 15 preceding  
4 the school year for which such persons are employed while allowing each principal or immediate super-  
5 visor to assign more specific responsibilities within each school.<sup>1</sup>

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

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16 **PROFESSIONAL PERSONNEL**

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18 When personnel certification and qualification are equal, seniority within the system shall be considered  
19 in assignment.

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21 Members of an immediate family shall not be assigned to the instructional staff in the same school plant  
22 unless some unusual circumstance exists which make it in the best interest of the educational program as  
23 determined by the director of schools. No employee shall be under the direct supervision of a member of  
24 his/her immediate family. Immediate family shall be defined as spouse, child, parent, parent-in-law,  
25 brother, sister, brother-in-law, sister-in-law, grandparent, grandchild, aunt, uncle, niece and/or nephew.

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27 **SUPPORT PERSONNEL**

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29 A time schedule shall be developed by each employee's immediate supervisor with schedules varying  
30 according to each individual's position, assignment and contract requirements.

31  
32 The director of schools shall transfer and/or reassign employees as he/she deems necessary.<sup>1</sup> The director  
33 of schools is responsible for developing and disseminating procedures for transfer.

34  
35 **TRANSFER** (to move from one school or administrative unit to another)

36  
37 The director of schools shall transfer employees as necessary for the efficient operation of the schools.<sup>2</sup>  
38 Transfers shall be non-discriminatory and shall not be arbitrary or capricious. The director of schools is  
39 responsible for developing and disseminating procedures for transfer.

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

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4 If a transfer is performance-based, the transfer shall be preceded by a written statement of deficiencies  
5 and when feasible, a reasonable opportunity to improve.  
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7 The board shall be notified of transfers at its next regular scheduled meeting.

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

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

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14 Reassignments shall be non-discriminatory and shall not be arbitrary or capricious. Employees shall be  
15 reassigned as necessary for efficient operation of the schools. The director of schools is responsible for  
16 developing and disseminating procedures for reassignments.  
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18 Reassignments shall be made by the employee's immediate supervisor with approval by the director of  
19 schools.  
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42 Legal Reference:

- 43 1. TCA 49-2-301 (b)(1)(L); TCA 49-5-401  
44 2. TCA 49-2-301(b)(1)(EE); TCA 49-5-510 ;  
45 TCA 49-2-303 (b)(3)  
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- Cross References:  
Nepotism 1.108  
Line and Staff Relations 5.101  
Recruitment 5.105