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Hancock County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Assignment / Transfer	Descriptor Code: 5.115	Issued Date: 06/04/15
		Rescinds:	Issued:

1 ASSIGNMENT

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

5 Assignment of employees shall be made by the director of schools based on the recommendation of the
6 appropriate division director and/or building principal. The assignment shall be determined by the applicant's
7 training, 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 director of schools shall transfer employees as necessary for the efficient operation of the schools.²
13 Transfers shall be non-discriminatory and shall not be arbitrary or capricious. The director of schools is
14 responsible for 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 The Board shall be notified of transfers at its next regular scheduled meeting.

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

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

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

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

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)

Cross References

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

