

Weakley County Board of Education



Monitoring:	Descriptor Term: Assignment/Transfer	Descriptor Code: 5.115	Issued Date: 12/9/2014
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2 **ASSIGNMENT**

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

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

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

18
19 **TRANSFER (to move from one school or administrative unit to another)**

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

24
25 All employees transferred shall receive written notification of the transfer with reason(s) prior to
26 the transfer.

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

30
31 Individual members of the Board shall be notified of transfers five (5) business days in advance
32 of the transfer whenever practical or as soon as possible thereafter.

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

35
36 **REASSIGNMENT (to move to another assignment within the same school or**
37 **administrative unit)**

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Legal References:

¹ TCA 49-2-301(b)(1)(L); TCA 49-5-401

² TCA49-2-301(b)(1)(EE); TCA 49-5-510; OP Tenn. Atty. Gen. 97-107 (July 28, 1997); TCA 49-2-203

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

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

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Cross References:
5.101 Line and Staff Relations
5.103 Job Descriptions
5.105 Recruitment