

Policy Code: 7440 Assignment/ Reassignments/Transfers

All assignments and transfers between schools are the responsibility of the superintendent or his or her designee. In-school assignments and reassignments are the responsibility of the principal and should be made in a timely fashion. Assignments are made on the basis of the employee's qualifications, the needs of the school system and the preference of the employee. Changes in enrollment, curriculum or changes for other reasons may necessitate reassignment of some personnel. The board will be promptly notified of all transfers authorized by the superintendent.

Voluntary and involuntary transfers will be made in accordance with course requirements, fluctuating enrollments, allotment, efforts to improve student performance, and the general welfare of the school district. The superintendent will establish any necessary procedures for transfers. Employees will be informed of transfer decisions as soon as reasonably feasible.

VOLUNTARY TRANSFERS

A staff member may request a change of assignment to a comparable level position in another school or department. He or she may also file a general request for assignment to any school or department which may have a suitable opening provided he or she has appropriate certification or other required experience or credentials for the requested position. Transfer requests are not automatically approved. Staff will be granted an interview and/or will be given consideration as appropriate, as long as minimum qualifications and timelines are met. Staff who make a request prior to March 31st will be considered prior to or at the same time as outside candidates. Transfer requests after May 31st are generally discouraged and require the approval of the sending supervisor.

INVOLUNTARY TRANSFERS

From time to time, it may be necessary or advantageous to assign a teacher or other staff member to another school in the district. Reasons for such action may include, but are not limited to, the opening of a new school, enrollment shifts, program changes, an imbalance of specific skills among staff, friction among staff members, or a staff member having philosophical differences with some aspect of the instructional program at a school. Although the Superintendent has the full authority to assign staff to locations and comparable positions such that the needs of the school district can best be met, procedures will exist which will provide reasonable notice and, when possible, alternative options to staff members who are being considered for an involuntary transfer.

An employee may appeal an involuntary transfer decision to the board. The board generally will uphold transfer decisions made in accordance with this policy that are not arbitrary, capricious, political or discriminatory.

Legal References: [G.S. 115C-47](#), [-276](#), [-301](#)

Cross References:

Adopted:

Revised: 5/21/19