

Reassignment/Transfer of Employees

Board Policy: P-2
Adopted: March 9, 1992
Revised: April 7, 2008

I. General Policy Statement

The Board of Education recognizes the reassignment or transfer of an employee from time to time is needed in order for the school system to function effectively. All assignments and transfers to schools are the responsibility of the superintendent. This change of assignment may occur through an administrative transfer or by employee request.

II. Regulations

A. Administrative Transfers

1. Transfers within the school are the responsibility of the principal.
2. The Superintendent may transfer an employee from one site to another at any time when it is in the best interest of the school system.

B. Employee Requested Transfer

Employee requested transfers will be considered for vacancies at the conclusion of each school year. Following the announcement of a vacancy, an employee should contact the school principal to declare his/her interest in being considered for the position. Employees requesting transfers will be considered along with other eligible candidates and may be required to attend an interview.

C. Board Notification/Approval

1. Employee transfers that are not considered a job change/promotion and authorized by the superintendent will be presented to the Board for information only.
2. Employee transfers that involve a job change/promotion and/or a salary change shall be presented to the Board for approval.

D. Appeals Process

An employee may appeal an administrative transfer decision to the Board. The board will uphold transfer decisions made in accordance with this policy that are in the best interest of the system and are not arbitrary, capricious, political or discriminatory.

Legal References: **G.S. 115C-47, -276, and -301**
 Policy A-2 Appeals to the Board
 Policy P-20 Grievance Procedures for Employees