

# Wilson County Board of Education

Policy Description:  Assignment/Transfer  Page 1 of 2	Policy Number: 5.115	Amended Date: 06/04/07
	Rescinds: 200 p. 19 Contract p. 6(1-2)	Issued: 01/04/01

1 **ASSIGNMENT**

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

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

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

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

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

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

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

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<sup>1</sup> TCA 49-2-301(f)(1)(L); TCA 49-5-401

<sup>2</sup> TCA 49-2-301(f)(1)(EE); TCA 49-5-510; OP Tenn. Atty. Gen. 98-164 (August 24, 1998); TCA 49-2-303

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