ASSIGNMENTS/REASSIGNMENTS/TRANSFERS *Policy Code:* 7440

All assignments and transfers of employees to schools are the responsibility of the superintendent. In-school transfers are the responsibility of the principal. The board must be promptly notified of all employee transfers authorized by the superintendent.

The superintendent may assign school employees to any school or program within Buncombe County Schools in any manner that he or she deems appropriate, consistent with legal requirements. In assigning professional employees to an alternative school, the superintendent shall consider the employee's experience and evaluation ratings. ~~of the professional employees, as provided in~~ Assignments to alternative learning programs and schools shall also be consistent with policy 3470/4305, Alternative Learning Programs/Schools.

Voluntary and involuntary reassignments and transfers of employees will be made in accordance with course requirements, fluctuating enrollments, allotments, class size requirements, program needs, efforts to improve student performance, and the ~~general welfare~~ overall operational needs of the school system. The interests and aspirations of employees will be considered in making assignments and transfer decisions; however, such interests must be weighed against what is in the best interest of the students, school or school system.

The superintendent shall consider a variety of factors in determining which employees will be included in the assignments, reassignments, and transfers, including:

- work performance and evaluation ratings;
- areas of licensure or certifications;
- program enrollment;
- service in extra duty positions and ability to fill such positions;
- length of service, with higher priority given to service in this school system; and
- degree level.

Additional factors, such as the distance between the employee's residence and the proposed assignment location, may also be considered.

Employees will be informed of transfer decisions as soon as is reasonably feasible.

The superintendent shall establish any necessary procedures for employee-initiated transfer requests.

An employee may appeal a 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.

Voluntary teacher transfers should be completed at least two weeks prior to the beginning date for teachers. ~~Only hardship situations will be considered~~ Requests submitted after that date ~~and during the school year~~ may be considered based on staffing needs, program needs, vacancies,

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employee circumstances, and the operational needs of the school system.

Legal References: G.S. 115C-47, -276, -301

Cross References: Alternative Learning Programs/Schools (policy 3470/4305)

Adopted: February 6, 2014

Replaces Board Policy 701, 705 and 706