

ASSIGNMENT AND TRANSFER OF STAFF

The New Hanover County Board of Education (Board) believes that the educational program for students is directly impacted by the quality of the professional staff employed to deliver the instructional program. Every effort must be made to employ and assign the best qualified candidates based upon the needs of the school system.

In order to stabilize instructional programs, online requests for voluntary transfers by licensed employees and teacher assistants for the next school year shall be completed by the first Friday in March. The online Transfer Request Form is available on the New Hanover County Schools' website beginning the first school day in January and ending the first Friday in March.

Teachers in the following categories are **not** eligible for voluntary transfer:

- Teachers who have voluntarily transferred during the preceding two school years.
- Teachers with less than three years of active teaching experience in their current school.

These categories do not pertain to teacher assistants.

Principals responsible for recommending someone to fill a vacancy will give consideration to all eligible teachers and teacher assistants who have requested transfer to their school. Voluntary transfer decisions will be based on the following criteria:

- Contribution which staff member can make in the new position;
- Eligibility, licensure and/or qualifications;
- Length and scope of service in the school system;
- Preference of the staff member and of the prospective principal or immediate supervisor within policy guidelines; and
- Needs and efficient operation of the school system.

All non-instructional employees may request a transfer into any vacant position for which they are qualified to hold by completing the district's online transfer process. If an employee transfers from a targeted school to a non-targeted school, the employee is no longer eligible for targeted school pay. Targeted schools are identified based on the School Performance Grade, EVAAS growth, and other factors determined by the school system prior to the beginning of the school year.

Fluctuation in enrollment, curriculum changes or other special circumstances may necessitate the involuntary reassignment of personnel. The following criteria shall be used in determining which employee shall be subject to involuntary transfer:

- Licensure (if appropriate);
- Length and scope of service at the particular school;
- Length and scope of service with New Hanover County Schools;
- Performance;
- Any prior or involuntary transfer; and
- Needs and efficient operation of the school system.

Regardless of the above criteria, the Superintendent has the authority to involuntarily transfer personnel at any time. The Board does not consider involuntary transfers to be an action affecting

the terms or conditions of employment or employment status of a school employee and therefore will not hear an appeal on this basis. If an employee is involuntarily transferred to a non-targeted school, the employee is no longer eligible for targeted school pay.

In compliance with federal laws, New Hanover County Schools administers all educational programs, employment activities and admissions without discrimination because of race, religion, national or ethnic origin, color, age, military service, disability or gender, except where exemption is appropriate and allowed by law.

CROSS REFS: Policy 6610 Reduction in Licensed Staff Work Force
Policy 6620 Reduction in Classified Work Force

Adopted: 04/14/87

Revised: 04/09/91, 06/17/97, 04/21/09, 02/06/06, 11/06/08, 07/12/11, 07/12/16, 07/10/18