

POLICY

STAFFORD TOWNSHIP BOARD OF EDUCATION

SUPPORT STAFF MEMBERS
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Assignment and Transfer

4130 ASSIGNMENT AND TRANSFER

The Board of Education and the Superintendent reserve the right to assign and transfer support staff members to the positions for which they are qualified and in which their service will best serve the operation of the district.

The Superintendent is responsible for the assignment and transfer of support staff members, except that the Board of Education is responsible for the assignment of support staff members in the positions of Treasurer of School Moneys, Board Attorney, or Board Secretary, except a Board Secretary who performs business administrator functions.

The Board will transfer support staff members only upon the recommendation of the Superintendent and by a recorded roll call majority vote of the full membership of the Board. The Board will not withhold its approval of the transfer for arbitrary and capricious reasons.

In considering any transfer, the Superintendent shall base the choice on the employee's success in former positions, the employee's attitude toward change, the employee's length of service in the district, the recommendation of the employee's supervisor, and the operational efficiency advanced by the proposed transfer. No support staff member shall be transferred for disciplinary reasons.

Employees covered under a collective bargaining agreement shall be given notice of their annual assignments in accordance with the terms of that agreement. 12 month employees that are not covered by the terms of a collective bargaining agreement will be given notice of their assignment on or before July 1 of the year the assignment is effective. 10 month employees that are not governed by the terms of a collective bargaining agreement will be given notice of their assignment on or before September 1 of the year the assignment is effective.

Employees may not transfer duties from one position to another nor may one employee perform the duties of another employee without the prior approval of the Superintendent.

N.J.S.A. 34:13A-1 et seq.
N.J.S.A. 18A:27-4.1

Adopted: 22 July 2004
Revised: 21 October 2010

