

Bartlett City Board of Education		5015
Descriptor Term: ASSIGNMENT AND TRANSFER	Descriptor Code: Personnel	Issue Date: 03/27/2014
	Rescinds:	Revised: 07/23/2020

1 **ASSIGNMENT**

2 The Superintendent shall assign all educators and other school personnel to BCS schools by
3 June 15 preceding the school year for which such persons are to be employed.¹

4 The Superintendent shall make assignment decisions based on the applicant's training,
5 experience, and ability to perform the duties of the position consistent with the needs and best
6 interest of the district. Such assignments may include telework responsibilities consistent with
7 Policy 5036.

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

12 It is the duty of the Principal to make decisions regarding the specific duties of all personnel
13 assigned to the school under the Principal's care.² Such duties may include assignment of
14 telework responsibilities consistent with Policy 5036.

15 **TRANSFER (Move from One School or Administrative Unit to Another)**

16 The Superintendent shall transfer employees as necessary for the efficient operation of the
17 district.³ In his or her sole discretion, the Superintendent may transfer employees from one
18 location to another, from one work assignment to another, or from one condition to another.⁴ Such
19 transfers shall be consistent with applicable law and Board policy and shall not be made in a
20 discriminatory, arbitrary, or capricious manner.

21 The Superintendent is responsible for developing procedures for transfers.

¹ T.C.A. §49-2-301(b)(1)(L); T.C.A. §49-5-401

² T.C.A. §49-2-303(b)

³ T.C.A. §49-2-301(b)(1)(EE); T.C.A. §49-5-510; T.C.A. §49-2-303(b)(3)

⁴ T.C.A. §49-5-510