

Houston County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Assignment/Transfer	Descriptor Code: 5.115	Issued Date: 03/03/25
		Rescinds:	Issued:

ASSIGNMENT

The Director of Schools/designee shall assign personnel to the various schools or departments by June 15th preceding the school year for which such persons are employed while allowing each principal or immediate supervisor to assign more specific responsibilities within each school.¹

Assignment of employees shall be made by the Director of Schools/designee based on the recommendation of the principal. The assignment shall be determined by the applicant's training, experience, and ability to perform the duties of the position and in the best interest of the schools.

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

TRANSFER

Transfer is the process in which an employee moves from one school or administrative unit to another. The Director of Schools/designee shall transfer employees as necessary for the efficient operation of the schools.² Transfers shall be non-discriminatory and shall not be arbitrary or capricious.

The Board shall be notified of transfers at its next regular scheduled meeting.

REASSIGNMENT

Reassignment is the process in which an employee moves to another assignment within the same school or administrative unit. Reassignments shall be non-discriminatory and shall not be arbitrary or capricious. Employees shall be reassigned as necessary for the efficient operation of the schools.

Reassignments shall be made by the employee's immediate supervisor with approval by the Director of Schools/designee.

Legal References

1. [TCA 49-2-301\(b\)\(1\)\(L\)](#); [TCA 49-5-401](#); [TCA 49-2-303\(b\)\(3\)](#)
2. [TCA 49-2-301\(b\)\(1\)\(CC\)](#); [TCA 49-5-510](#)

Cross References

Nepotism 1.108
Job Descriptions 5.103
Recruitment of Employees 5.105
