Policy GCK PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS

Issued **10/25**

Relocation of professional staff may become necessary to meet instructional requirements, fluctuating enrollments, changing educational needs, and district obligations.

Assignment

The superintendent will assign instructional staff on the basis of qualifications, the needs of the district, and staff members' expressed desires. When he/she cannot meet all three conditions, the superintendent will assign staff in this order:

- first, in accordance with the needs of the district and its students
- second, where the administration believes each staff member is most qualified to serve
- third, as to expressed preference of the staff members

The superintendent will annually determine the professional staff to be assigned to each school. No later than 14 days before students are scheduled to return to school, the superintendent will notify each staff member of his/her tentative assignment for the following school year.

All staff are employed by the district, not a particular school. Differences in expected enrollment and the actual enrollment, as well as other district needs, sometimes result in changed assignments.

The superintendent is authorized to reassign staff in the best interests of the district. If reassignment is necessary, the professional staff member will be notified at least five school days in advance of the reassignment, except when a critical district need makes such notice impossible or the staff member has requested the reassignment.

Transfer

The transfer of a professional staff member from one school to another may be initiated by the staff member, the principal, or the superintendent. In the case of transfers initiated by staff, and with all other considerations regarding assignment being equal, the administration will grant staff preferences for transfer in order of seniority in the district subject to the approval of the principals involved and in accordance with administrative rule GCK-R.

School Assignments

Within an individual school, the principal/director will have the authority to assign classes and courses according to the needs of the school. The principal/director will make assignments based on staff qualifications.

Adopted 8/2/22; Revised 10/7/25

Legal References:

S.C. Code of Laws, 1976, as amended:

Section 59-25-410 - Notification of employment for ensuing year; notification of assignment.

Hampton County School District

Administrative Rule GCK-R PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS

Issued **8/22**

The superintendent may make staff transfers within the district on a voluntary or involuntary basis. The district will use the following procedures in making transfers:

Voluntary Transfer

- A staff member desiring a transfer for the next academic year must discuss his/her desire with his/her principal/director (if in a school) or with his/her immediate supervisor (if on the district level).
- The staff member should then write a letter of request to the superintendent or his/her designee no later than February 15th stating the reason(s) for requesting a transfer and providing the position and/or name of the school to which the transfer is desired.
- Upon receipt of the request, the superintendent or his/her designee will set a time for the staff member making the request to meet with the principal of the school to which the transfer is requested (if a vacancy for which he/she qualifies exists).
- Based upon the recommendation of the two principals (and/or other immediate supervisors) involved, the superintendent or his/her designee will give written notice to the staff member of the decision regarding his/her transfer request. The staff member must be recommended by the principal/director of the position and/or school to which he/she desires a transfer.

Involuntary Transfer

If, in the opinion of the superintendent, an involuntary transfer would be in the best interest of the district, the district will use the following procedure:

- The superintendent or his/her designee will discuss the need for the transfer with the principal (if in a school) or with the immediate supervisor (if on the district level).
- The superintendent or his/her designee will have a conference with the principal/director of the position and/or school to which transfer is being contemplated.
- The superintendent or his/her designee will then talk with the staff member to be transferred giving reasons why the transfer is being made. Refusal to comply with the transfer may result in loss of employment for the following year.

The administration will not use transfers as a disciplinary action.

Issued 8/2/22

Hampton County School District

FILE: GCK-E HUMAN RESOURCES DEPARTMENT EMPLOYEE TRANSFER FORM

Employee name: _____ **Current assignment:** _____

Current position: _____

Indicate the location you wish to be transferred to.	Please indicate position you wish to be considered for.	List subject area(s) of certification
☐ BES ☐ BHES ☐ EES ☐ FES ☐ HES ☐ VES ☐ EMS ☐ NDMS ☐ EHS ☐ WHHS ☐ EHS OTHER _____		

Years at current location:	Years with HCSD(HSD1/HSD2):
_____ Employee signature	_____ Date

To the supervisor: Employee qualified for a posted position who has completed a transfer request must be interviewed. If interviewed and not selected and another similar position becomes available, the applicant must be reconsidered. Sign and date below at time of interview.

Interview date	Approval status		Location of transfer	Comments:
	☐ Yes	☐ No		

_____ _____
Principal/Supervisor signature **Date**

_____ _____
Director of human resources signature **Date**

_____ _____
Superintendent signature **Date**

Adopted 8/2/22

Hampton County School District