

	MURFREESBORO CITY SCHOOL BOARD POLICY		
	Descriptor Term:	Descriptor Number:	Date Adopted:
	ASSIGNMENT/ TRANSFER OR REASSIGNMENT OF LICENSED PERSONNEL	PER 21	4/79
	Revision Adopted:		9/01

ASSIGNMENT

The Director of Schools shall assign personnel to the various schools or departments by May 15 for licensed personnel and by June 15 for non-licensed personnel 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.

Assignment of employees will be made by the Director of Schools based on the recommendation of the appropriate program director and/or school principal. The assignment will 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 and shall be consistent with the MEA Contract.

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 (to move from one school or administrative unit to another)

The Director of Schools shall transfer employees as necessary for efficient operation of the schools. The Director of Schools is responsible for developing and disseminating procedures for transfer.

All employees transferred shall receive written notification of the transfer.

Transfers made in accordance with board policy, state law, and any negotiated contract are final.

REASSIGNMENT (to move from one grade or position to another within the same school)

Employees shall be reassigned as necessary for the efficient operation of the schools or department.

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

Legal References:

- T.C.A. 49-2-301(f)(12)
- T.C.A. 49-5-401
- T.C.A. 49-2-301(f)(12)(31)
- T.C.A. 49-5-510
- OP Tenn. Atty. Gen. 98-164 (August 24, 1998)
- T.C.A. 49-2-303