

**MURFREESBORO CITY SCHOOL BOARD POLICY**

<b>Descriptor Term:</b>  <b>ASSIGNMENT/TRANSFER OR REASSIGNMENT OF LICENSED PERSONNEL</b>	<b>Descriptor No:</b>  <b>PER 21</b>	<b>Date Adopted:</b>  <b>4/79</b>
	<b>Reviewed/Revision Adopted:</b>  <b>9/01; 9/11</b>	

1    **ASSIGNMENT**

2

3    The Director of Schools shall develop a tentative assignment list of licensed personnel to the  
4    various schools or departments by June 15 preceding the school year for which such persons are  
5    to be employed. Each principal and department head shall assign the licensed personnel  
6    assigned to the principal's or department head's respective school or department more specific  
7    responsibilities within each school or department.

8

9    Assignment of employees will be made by the Director of Schools based on the recommendation  
10   of the appropriate program director and/or school principal. The assignment will be determined  
11   by the applicant's training, experience, and ability to perform the duties of the position and in the  
12   best interest of the schools-

13

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

18

19    **TRANSFER** (to move from one school or administrative unit to another)

20

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

24

25    All employees transferred shall receive written notification of the transfer.

26

27    Transfers made in accordance with board policy and state law are final.

28

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

30

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

33

34

35

36 Reassignments shall be made by the employee's immediate supervisor with approval by the  
37 Director of Schools.  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48  
49  
50  
51  
52  
53  
54  
55  
56  
57  
58  
59  
60  
61  
62  
63  
64  
65  
66  
67  
68  
69  
70  
71  
72  
73  
74  
75

---

76 Legal References:

77  
78 T.C.A. 49-2-301**(b)(1)(L)**  
79 T.C.A. 49-5-401  
80 T.C.A. 49-2-301**(b)(1)(EE)**  
81 T.C.A. 49-5-510  
82 OP Tenn. Atty. Gen. 98-164 (August 24, 1998)  
83 T.C.A. 49-2-303