**Subject:** Assignment/Transfer

**Effective Date:** 02/24/25

**Approved By:** Board of Directors

**Policy:** 5112

**ASSIGNMENT**

The Executive Director shall assign personnel by June 15 preceding the school year for which such persons are employed while allowing options for reassignment as enrollment dictates.

Assignment of employees shall be made by the Executive Director based on the applicant's training, experience, and ability to perform the duties of the position and in the best interest of the school.

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, and approved by the Board.

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

The Executive Director shall transfer employees as necessary for the efﬁcient operation of the school. Transfers shall be non-discriminatory and shall not be arbitrary or capricious. The Executive Director is responsible for developing and disseminating procedures for transfers.

All employees transferred shall receive written notiﬁcation of the transfer with reason(s) prior to the transfer.

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

Transfers shall be made in accordance with board policy and state law.

**REASSIGNMENT (to move 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. The Executive Director is responsible for developing and disseminating procedures for reassignments. Reassignments shall be made by the employee's immediate supervisor with approval by the Executive Director.