

1 All assignments and transfers of employees to schools are the responsibility of the
2 superintendent. In-school transfers are the responsibility of the principal. The [Transylvania](#)
3 [County Board of Education \(the “board”\)](#) must be promptly notified of all employee transfers
4 authorized by the superintendent.
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6 The superintendent may assign school employees in any manner that he or she deems
7 appropriate, consistent with legal requirements. In assigning professional employees to an
8 alternative school, the superintendent shall consider the experience and evaluation ratings of the
9 professional employees, as provided in policy 3470/4305, Alternative Learning
10 Programs/Schools.
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12 Voluntary and involuntary transfers of employees will be made in accordance with course
13 requirements, fluctuating enrollments, allotment, efforts to improve student performance, and the
14 general welfare of the school system. The interests and aspirations of employees will be
15 considered in making assignments and transfer decisions; however, such interests must be
16 weighed against what is in the best interest of the students, school, or school system. Employees
17 will be informed of transfer decisions as soon as is reasonably feasible.
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19 The superintendent shall establish any necessary procedures for [voluntary and involuntary](#)
20 [transfers, including](#) employee-initiated transfer requests.
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22 An employee may appeal a transfer decision to the board. The board generally will uphold
23 transfer decisions made in accordance with this policy that are not arbitrary, capricious, political,
24 or discriminatory.
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26 Legal References: G.S. 115C-47, -276, -301
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28 Cross References: Alternative Learning Programs/Schools (policy 3470/4305)
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30 Adopted:
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