

Statement of Philosophy

The Transylvania County Board of Education (“the Board”) believes that its employees should be treated professionally and fairly, and that decisions regarding employee assignments and transfers should reasonably balance the best interests of the individual employee and those of Transylvania County Schools. Toward that end, the Board establishes the following guidelines concerning employee assignments and transfers:

1. Employee assignments and transfers shall be made in accordance with established staffing policies and regulations of the Board, the North Carolina State Board of Education, and the Southern Association of Colleges and Schools.
2. No request for transfer of assignment shall be denied, nor any assignment or transfer made, arbitrarily, capriciously, or on the basis of race, color, religion, gender, national origin, handicap, or other classification prohibited by law.

Selecting employees for transfers of assignment shall be the responsibility of the Superintendent pursuant to the procedures and regulations promulgated in Board policies GCC and GDC. The following procedures shall apply to the transfers of assignment of licensed and classified employees.

Procedures for Voluntary Transfers of Assignment

The Board recognizes that it is desirable in making employment assignments to consider the interests and aspirations of its employees. The opportunity to be considered for a voluntary transfer is available to all employees of the Board.

Any employee of the Board who desires a transfer of assignment shall complete a ~~“Request for Change of Assignment” form [GCI-E]~~, **an internal application through the school district employment application interface** indicating on it the reason(s) for the requested transfer, the grade level or position sought, and the school or department to which he or she wishes to transfer. Upon completing the ~~form~~ **application**, the employee shall ~~submit it to his or her supervisor for acknowledgment, and then forward the acknowledged form to the Superintendent / designee~~ **notify his/her current supervisor of the request. The Superintendent / designee shall also sign the form to acknowledge its receipt.** The Superintendent / designee shall maintain a current list of employees requesting transfers of assignment and make it available for review by the appropriate supervisory personnel during the screening of applications for vacancies. Only those employees who have an acknowledged ~~“Request for Change of Assignment” form~~ **a completed internal application** on file in the ~~Personnel Office~~ **district’s employment application system** may be considered for a voluntary transfer of assignment. ~~“Request for Change of Assignment” forms must be re-submitted annually to remain valid.~~ **An internal application must be submitted for each vacancy an employee wishes to pursue.**

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44 In accordance with Board policies GCC and GDC, public notice shall be given for licensed and
45 classified vacancies. Any person who has ~~an acknowledged~~ a **completed** transfer request
46 **application** on file in the Personnel Office and who wishes to be considered for an announced
47 vacancy should contact the designated contact person for the vacancy. **Prior to extending an**
48 **invitation to interview to a transfer candidate, the vacancy contact person or site supervisor shall**
49 **contact the current supervisor of the internal candidate to inform him/her of the intent to invite**
50 **the employee to an interview.**

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52 ~~Requests~~ **Applications** for voluntary transfers of assignment shall be approved or denied on the
53 basis of at least one of the following criteria:

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55 1. Qualification;
56 2. Licensure;
57 3. Responsibilities within a particular school or department;
58 4. Overall suitability for the position.

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60 Once a vacancy has been filled, the Superintendent / designee shall notify ~~in writing~~ all
61 employees ~~requesting~~ **who had completed a an application for** voluntary transfer of assignment
62 who were interviewed for the position.

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64 **Procedures for Involuntary Transfers of Assignment**

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66 Transfers of assignment shall be voluntary whenever possible, but any employee of the Board
67 may be transferred in order to meet the particular needs of Transylvania County Schools.

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69 The determination to involuntarily transfer or reassign an employee shall be based on two or
70 more of the following criteria:

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72 1. The employee's licensure and/or training;
73 2. The preference of the employee;
74 3. The recommendation of the employee's principal or other supervisor;
75 4. Legal or regulatory requirements;
76 5. The employee's opportunity for professional growth;
77 6. Any other reason determined by the Superintendent to be in the best interest of the school
78 system.

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80 If it is determined that an employee is to be involuntarily transferred to a different school,
81 department, or program for the succeeding school year, then the employee shall be notified by
82 conference and in writing by the Superintendent / designee and shall be advised of the reasons
83 for the involuntary transfer of assignment. Such transfers or reassignments should follow as
84 much advance notice as possible. If the involuntary transfer of assignment of a classroom

85 teacher occurs after the first pupil attendance day of the school year, then, whenever possible,
86 one day of planning time shall be provided before the classroom teacher assumes the new
87 assignment.
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92 APPROVED BY BOARD
93 AND EFFECTIVE 12/2/80
94 REVISED 1/11/90
95 REVISED 5/2/94
96 REVISED 3/19/07
97 REVISED _____
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