

Employee Assignment and Transfer—~~Licensed~~

Policy Code:

7440

All assignments and transfers of employees to schools are the responsibility of the superintendent (or designee). In-school transfers are the responsibility of the principal. The board must be promptly notified of all employee transfers authorized by the superintendent.

The superintendent may assign school employees in any manner that they deem appropriate, consistent with legal requirements. In assigning professional employees to an alternative school, the superintendent shall consider the experience and evaluation ratings of the professional employees, as appropriate to meet the needs of students in alternative learning programs.

Voluntary and involuntary transfers of employees will be made in accordance with course requirements, fluctuating enrollments, allotment, efforts to improve student performance, and the general welfare of the school system. The interests and aspirations of employees will be considered in making assignments and transfer decisions; however, such interests must be weighed against what is in the best interest of the students, school or school system. Employees will be informed of transfer decisions as soon as is reasonably feasible.

The superintendent or designee shall establish any necessary procedures for employee-initiated transfer requests.

Descriptor Term: ASSIGNMENT AND TRANSFER- LICENSED		Descriptor Code: 7440* (formerly GBM)
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~~The Guilford County Board of Education recognizes that the assignment and transfer of personnel is essential to ensure fairness, to balance the changing needs of the school system, and to support employee aspirations. The superintendent has the authority to assign or transfer personnel as necessary. Factors that prompt transfers or assignments include but are not limited to increases or decreases in enrollment at various grades, schools, or organizational levels; the opening of new facilities; the closing of existing facilities; changes in school organization; additions or eliminations of educational programs; and vacancies created by promotions, leaves of absences, retirements, and resignations.~~

~~The Guilford County Schools will establish assignment and transfer procedures for all schools, which will be reviewed annually.~~

~~Note: This Board Policy and the accompanying Administrative Procedure replaces the combined Administrative Policy GBM.~~

Legal References: [G.S. 115C-47, -276, -301](#) ~~115C-47(15)~~.

Cross References:

Adopted: December 18, 2001

Revised: March 12, 2002; December 18, 2008; May 10, 2022 (recoded from GBM); [\[date\]](#)

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