

## Policy Code: 7441\* (formerly GCM) Transfers – Classified

Repeal – content merged into 7440

<b>Descriptor Term:</b> TRANSFERS – CLASSIFIED		<b>Descriptor Code:</b> 7441* (formerly GCM)
<b>Draft Date:</b> September 10, 2001	<b>Date Issued by Superintendent:</b> October 23, 2001	<b>Revision Dates:</b> <b>Recodified as policy 7441:</b> May 10, 2022

~~The Guilford County Board of Education has established that the Superintendent has the responsibility for assignment and transfer of all classified personnel employed by the school system.~~

~~The appropriate supervisor may at any time reassign an employee in his/her department from one position to another in the same employment class. Changes in class assignment, grade level assignment or course assignment are not considered reassignments. The Human Resources Department is to be notified of such changes in assignments. The reassignment of an employee to another position in another class, or the transfer of any employee from one department or school to another, shall be made only with the approval of the releasing and receiving supervisors in consultation with the Executive Director of Human Resources or designee. Each such reassignment or transfer will require the signed consent of the receiving supervisor and the releasing supervisor on forms provided by the Human Resources Department.~~

~~When an employee is reassigned to a position classified at a lower pay grade, he/she will not keep the salary level of the higher rated position, but will be assigned a salary placement based upon the salary administration guidelines in effect at the time of reassignment.~~

~~Surplus personnel (those in positions for which a school or department no longer qualifies) will be reassigned by the Human Resources Department.~~

~~Initial assignments of employees are based on various criteria, including (a) the needs of the school system or a particular school; (b) the qualifications, experience, licensure and training of the individual; and (c) the preference of the individual to the extent practicable. Reassignments of personnel may be initiated by employee requests or by administrative action according to the procedures listed below. It should be noted that it is inappropriate for a principal/supervisor to contact directly or indirectly any employee to encourage him/her to transfer. (Any exceptions or questions are to be discussed with Human Resources.)~~

## **~~I. SELF-INITIATED REASSIGNMENT~~**

### **~~A. Definition:~~**

~~A self-initiated reassignment is one which results from an employee request to perform his/her same or similar duties in a different location, different duties in the same location, or different duties in a different location.~~

### **~~B. Procedure:~~**

- ~~1. Any employee may request self-initiated reassignment.~~
- ~~2. An employee who desires a self-initiated reassignment shall communicate with the appropriate hiring administrator(s) that have a vacant position, to express interest in the position(s) at his/her location.~~
- ~~3. If approved for a self-initiated transfer, the actual date of the transfer must be agreed upon by the losing and gaining administrators, but the date will not extend beyond 60 days after the transfer has been approved by the Associate Superintendent for Administrative Services or his designee. If the transfer is a promotion then the move will take place within fourteen (14) calendar days.~~
- ~~4. In the case of unusual or extenuating circumstances related to timelines or other requirements that would be in the best interest of the school system, the Human Resources Department may exercise appropriate discretion.~~

## **~~II. ADMINISTRATIVE REASSIGNMENT~~**

### **~~A. Definition:~~**

~~An administrative reassignment is one which results from the employer directing that an employee perform his/her same or similar duties in a different location, different duties in the same location, or different duties in a different location.~~

### **~~B. Procedure:~~**

- ~~1. Administrative reassignment is a result of any condition or circumstance which may appear to the Superintendent or designee to require a reassignment in the best interest of the school system, including, but not limited to, the following:
  - ~~a. a school closing,~~~~

- ~~b. an enrollment decline,~~
- ~~c. a need to reduce class size,~~
- ~~d. a change in the school system's organizational structure,~~
- ~~e. the opening of a new school,~~
- ~~f. the implementation of a new program, an amendment to an existing program, or termination of a program,~~
- ~~g. a reduction in the school system's budget,~~
- ~~h. interpersonal relationships which are detrimental to a school program,~~
- ~~i. to provide the employee with experience in a different school in order to enhance that employee's professional growth.~~

~~2. When the need for an administrative reassignment becomes apparent, a resolution will be attempted by first requesting for a volunteer.~~

~~3. If no employee volunteers for an impending administration reassignment, then the decision to reassign will be based on the employee with least service seniority at the following levels of priority:~~

- ~~a. district service,~~
- ~~b. school service,~~
- ~~c. state service,~~

~~For the purpose of this procedure "service" is defined as continuous employment in the particular job category.~~

~~4. If a break in the position category does occur, the seniority level will start over when the individual returns to the same position category.~~

~~5. Employment in an interim capacity would not be considered in determining seniority. In the case of part-time (<6-hrs.) employment, an employee's service would be determined by allowing 1 year of service for each two years worked.~~

~~6. As a rule, no employee on leave of absence (LOA) or an action plan will be surplusd except in the following situations:~~

~~a. LOA person is least senior and there is no volunteer for reassignment,~~

~~b. The employee is on an action plan and the hiring administrator documents that he/she has reviewed the employee's personnel file, has communicated with the losing administrator to understand the problems with the employee and accepts full responsibility to work with the employee to resolve problems noted in the action plan.~~

~~7. During the transfer process, the principal/supervisor is responsible to identify and provide information to the Human Resources Office regarding any individual being considered for transfer that is on an action plan.~~

~~8. The following considerations will govern the exemption of an employee from an administrative reassignment:~~

~~a. impact on the program needs of the school,~~

~~b. special needs of the school.~~

~~9. The following practice will govern the procedure for exempting an employee from an administrative reassignment.~~

~~a. The immediate supervisor of the affected employee shall request approval for exemption from his/her superior.~~

~~b. The supervisor's superior shall submit the exemption request to the Superintendent or designee.~~

~~c. The Superintendent or designee shall approve or deny the exemption request.~~

~~d. Approved exemptions should be explained in written form to all affected persons by principal/supervisor making the request for exemption.~~

~~10. An employee who is administratively reassigned may request a clarification conference with the principal/supervisor.~~

~~11. The reassignment by the Superintendent or his/her designee is not a subject to be formally grieved by the employee.~~

~~12. If an employee is reassigned, Guilford County Schools will make every effort to provide for a smooth transition.~~

For public input – 9/9/2025

**NOTE:** This Administrative Policy replaces former Board Policy GCM and Administrative Procedure GCM-P.

## Guilford County Board of Education

DRAFT