

ASSIGNMENT AND TRANSFER OF STAFF

The New Hanover County Board of Education believes that the educational program for students can be no better than the quality of the professional staff employed to deliver the instructional program. Every effort must be made to employ and assign the best qualified candidates based upon the needs of the school system.

In order to stabilize instructional programs, written requests for transfers for the next school year should be submitted to the Personnel Services Office by the first Friday in March. Additionally, probationary employees are not transferred since service at a single location facilitates the pursuit of career status. In either case, exceptions may be authorized by the superintendent.

Building principals responsible for recommending someone to fill a vacancy will give consideration to qualified employees who have requested transfer. Voluntary transfer requests will be considered on the basis of the following criteria:

1. Contribution which staff member can make in the new position
2. Certification and/or qualifications
3. Career or probationary status
4. Length and scope of service in the school system
5. Preference of the staff member and of the prospective principal or immediate supervisor within policy guidelines
6. Date of request for transfer and the time of the school year

Vacancies that occur during the school year should be filled on a time-certain basis if such a vacancy occurs after the 60th school day.

Fluctuation in enrollment, curriculum changes or other special circumstances may necessitate the involuntary reassignment of personnel. The following criteria will be used in determining which employee shall be subject to involuntary transfer:

1. Certification (if appropriate)
2. Length and scope of service at the particular school
3. Length and scope of service with the New Hanover County School system
4. Performance level
5. Any prior involuntary transfer

Regardless of the above criteria, the superintendent has the authority to transfer personnel at any time. In the event that an employee is transferred contrary to his/her wishes, that individual has the right to appeal first to the superintendent and then to the Board of Education.

Board approved prior to 1986

Adopted: 04/14/87

Revised: 04/09/91

Revised: 06/17/97

Revised: 04/21/98

Revised: 02/06/06