

Assignments and Transfers

Section 1. General. The assignment and utilization of staff is an activity for which the administration is totally responsible. All staff should be utilized and assigned within the framework of the employee agreement to provide the best educational program for the students in the school district.

Section 2. Assignments. Changes in assignment may be necessary from time to time and will be made by the building principal; however, in such cases the new assignment will be made with full knowledge of the employee.

Section 3. Transfers. Transfers may be made at the request of the employee or upon the initiative of a principal, director, or the Superintendent for any reasons which in the judgment of either shall serve the best interest of the employee or the school.

Staff members who wish to be considered for a possible future vacancy and reassignment shall follow the process and procedures as outlined in the employee agreements.

Section 4. Reasons. The following would be recognized as legitimate reasons for a transfer in assignment:

1. Employee's request (see III.E)
2. Building principal's request
3. Need for staff reduction
4. Request of Superintendent
 - A. Supervisory concerns
 - B. Personality differences
 - C. Other

Section 5. Criteria. The following criteria should be observed in requesting, considering, or granting transfers in assignment:

1. No employee who is placed upon a probationary status shall be eligible for a transfer.
2. An employee must be properly certified to assume the assignment. If there is any objection regarding the transfer on behalf of the employee, such objection should be submitted to the Director of Human Resources in writing.
3. The transfer should not eliminate another employee's position unless mutually agreed upon by all concerned.

4. The transfer should not cause a program in the departing school to cease or be greatly impaired.
5. When an employee initiates a transfer request, it must be done under the guidelines as set forth in the employee agreement between the Board of Trustees of the East Allen County Schools and the employee bargaining agent.

Section 6. Guidelines. When it is necessary for a school to transfer personnel, the following guidelines will be observed:

1. A building principal will always be held responsible for justification of recommendation for or against a transfer.
2. All recommendations should be discussed by the Executive Director of Operations and building principal prior to any discussion with employees.
3. Any experience in a building may be given consideration as preferential when determining assignments within a building and no one outside the building is involved.
4. The final decision regarding assignment and transfer of staff will be made by the Superintendent if a satisfactory resolution is not accomplished at another level.