

*Policy*

**PROFESSIONAL/CLASSIFIED STAFF ASSIGNMENTS AND TRANSFERS**

*Code GBE/GCE Issued 12/15/21*

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**Assignment/Reassignment**

The Board believes that the basic consideration in the assignment of personnel is the wellbeing of the instructional program or the needs of the school or district.

In order to ensure the highest quality of instruction, the superintendent or his/her designee will be responsible for the placement of employees within the district. The superintendent or his/her designee is authorized to reassign all personnel in the best interests of the district. An employee may be reassigned prior to the start of the school year or at any time during the school year. The superintendent may delegate the placement process to other administrators; however, he/she ultimately retains responsibility for staff assignments.

The superintendent will annually determine the professional staff to be assigned to each school. Consistent with state law, on or before August 15th of each year, the superintendent or his/her designee will notify each teacher of his/her tentative assignment for the ensuing school year.

All personnel are employed by the district, not a particular school. Differences in expected enrollment and the actual enrollment, as well as other district needs, sometimes result in changed assignments. As indicated above, an employee may be reassigned prior to the start of the school year or at any time during the school year.

**Voluntary Transfers**

An employee who wishes to be considered for a lateral transfer to a new location must inform their immediate supervisor and submit an internal employment application. The request for transfer will be handled in accordance with administrative rule GBE-R.

Adopted 1/30/90; Revised 12/14/21

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Legal references:

- A. South Carolina Code, 1976, as amended:
  - 1. Section 59-25-410 - Notification of employment for ensuing year; notification of assignment