POLICY

4130   ASSIGNMENT AND TRANSFER

The Board of Education and the Superintendent reserve the right to assign and transfer support staff members to the positions for which they are qualified and in which their service will best serve the operation of the district.

The Superintendent is responsible for the assignment and transfer of support staff members, except that the Board of Education is responsible for the assignment of support staff members in the positions of treasurer of school moneys, election officers, board attorney, or board secretary, except a board secretary who performs business administrator functions.

The Board will transfer support staff members only upon the recommendation of the Superintendent and by a recorded roll call majority vote of the full membership of the Board. The Board will not withhold its approval of the transfer for arbitrary and capricious reasons.

No staff member will be assigned to a building in which the member's child or grandchild attends.
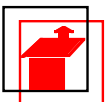
In considering any transfer, the Superintendent shall base the choice on the employee's success in former positions, the employee's attitude toward change, the employee's length of service in the district, the recommendation of the employee's supervisor, and the operational efficiency advanced by the proposed transfer. No support staff member shall be transferred for disciplinary reasons.

Employees shall be given written notice of their annual assignments and when the assignment will be effective, but may be given notice of reassignment at any time during the year.

Employees may not transfer duties from one position to another nor may one employee perform the duties of another employee without the prior approval of the Superintendent.

N.J.S.A. 34:13A-1 et seq.

N.J.S.A. 18A:27-4.1

POLICY

Adopted: 28 July 1997
Revised: 20 September 2007