The superintendent will make district-wide assignments and transfers of support staff members for the efficient operation of the district.

Assignment

All personnel are employed by the district, not a particular school.

The superintendent or his/her designee will assign or reassign support staff members on the basis of the staff member’s qualifications, the needs of the district, and the staff member’s expressed desires. When he/she cannot meet all three conditions, the superintendent or his/her designee will assign personnel in this order:

- first, in accordance with the needs of the district and its students
- second, where the administration believes the employee is most qualified to serve
- third, as to expressed preference of the employee

Differences in expected enrollment and the actual enrollment, as well as other district needs, sometimes result in changed assignments. The superintendent or his/her designee is authorized to reassign personnel in the best interests of the district.

Within an individual school, the principal/director will have the authority to assign roles according to the needs of the school. The principal/director will make assignments based on employee qualifications.

Reassignment

If, in the opinion of the superintendent or his/her designee, reassignment of an employee would be in the best interest of the district, the superintendent or his/her designee will discuss the need for the reassignment with the employee’s current principal (if in a school) or with the immediate supervisor (if on the district level) and with the principal or supervisor or the position and/or school to which reassignment is being contemplated.

The superintendent or his/her designee will then advise the employee of the reassignment and confirm the reassignment in writing to the employee. Refusal to comply with the reassignment may be grounds for dismissal.

Transfer

The transfer of a support staff member from one school or office to another may be initiated by the staff member, school principal, or superintendent. In the case of a transfer initiated by the Richland County School District Two
staff member, and with all other considerations regarding assignment being equal, the administration will grant employee preferences for transfer in order of seniority in the district subject to the approval of the principals involved.

An employee who wishes to be considered for a lateral transfer to a new location must submit a transfer request form to the personnel office. This form must be accompanied by an acknowledgement form from the principal or appropriate supervisory in the employee’s present school indicating that he/she is aware of the transfer request.

The chief human resources officer, upon receipt of both forms, will notify the principal or supervisor of the schools requested. The principal or supervisor will review all transfer requests and will contact those employees he/she wishes to interview. The forms from the employee and the principal or appropriate supervisory must be received in the personnel office prior to May 15 of the current year. Applicants for transfer will be considered for vacant positions until June 15. Transfer requests must be made annually.

The board believes that the basic consideration in the assignment of classified personnel is the well-being of the instructional program. 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 interest of the district. In such cases when an employee is reassigned, the superintendent or his/her designee will discuss the reassignment with the administrators involved, as well as the employee affected.

An employee who wishes to be considered for a lateral transfer to a new location must submit a transfer request form to the personnel office by April 15th of the current year. Notification to the employee’s current supervisor is embedded in the transfer request form.

The chief human resources officer, upon receipt of the transfer request form, will notify the principal or supervisor of the schools requested. The principal or supervisor will review all transfer requests and will contact those employees he/she wishes to interview.

Applications for transfers will be considered for vacant positions until May 15th. Transfer request must be made annually.

If a position becomes available after the transfer period, and if it is the judgement of the superintendent that a requested position transfer is in the best interest of the school district, such transfer may be made.

Reassignment

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 interest of the district. In such cases when an employee is reassigned, the superintendent or his/her designee will discuss the reassignment with the administrators involved, as well as the employee affected.

Transfer

SCSBA
A support staff employee who wishes to be considered for a lateral transfer to a new location must submit a transfer request form to the personnel office by April 15th of the current year. Notification to the employee’s current supervisor is embedded in the transfer request form.

The chief human resources officer or his/her designee, upon receipt of the transfer request form, will notify the principal or supervisor of the transfers requested. The principal or supervisor will review all transfer requests and will contact those employees he/she wishes to interview.

Applications for transfers will be considered for vacant positions until May 15th. Transfer requests must be made annually.

If a position becomes available after the transfer period, and if it is the judgement of the superintendent that a requested position transfer is in the best interest of the school district, such transfer may be made.

Adopted 11/18/87; Revised 11/22/83, 3/22/94, 3/9/99, 3/13/01, 11/12/02, 4/10/18