

Maryville City Schools Board of Education

Monitoring:

**Review: Biennially
in March**

Descriptor Term:

Procedures & Guidelines Involuntary Transfer or Assignment Procedures

Descriptor Code:

8.5

Review Date:

02/13/18

Rescinds:

Last Revision:

The principal of each school shall have the authority and the responsibility to assign staff as necessary to meet the needs of students. When possible, the principal should discuss potential changes in job assignments with the staff members that are involved to insure that they understand the reasons for the changes. However, if the staff member wishes, they may make a written request for those reasons and the principal will provide them in writing. If the staff member wishes to appeal the decision of the principal, the following procedures should be followed:

1. The employee will inform the principal in writing that he or she does not agree with the transfer or change in assignment.
2. As soon as possible the principal will meet with the employee, listen to the employee's reasons for disagreement and discuss the situation to see if agreement can be reached.
3. The employee will then either agree to accept the transfer or job assignment or will submit a written request to the Director of Schools for a review of the decision.
4. When a written request is received, the Director of Schools will schedule a meeting with the employee and the principal to discuss the disagreement. After hearing both sides and reviewing any information either wishes to submit, the Director will decide to uphold or overturn the principal's decision.

The decision of the Director of Schools will be final.