

SECTION: PROFESSIONAL  
EMPLOYEES

TITLE: ASSIGNMENT AND  
TRANSFER

ADOPTED: FEBRUARY 19, 1996

REVISED:

# Lebanon School District

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|                                       | 409. ASSIGNMENT AND TRANSFER   | 1  |
| 1. Purpose                            | The assignment and transfer of professional and temporary professional employes within the district shall be in accordance with the instructional needs of the district and these guidelines.  | 2<br>3<br>4<br>5<br>6<br>7                                     |
| 2. Authority                          | The Board shall approve the initial assignment of professional personnel at the time of employment.  | 8<br>9<br>10<br>11   |
|                                       | A professional employe may request consideration for another position or assignment at anytime. This request is to be written and delivered in duplicate to the Superintendent or his/her designee. Upon receipt by the Superintendent or his/her designee, both copies shall be dated and signed. One copy will be retained by the Superintendent or his/her designee and one copy will be returned to the employe submitting the request.            | 12<br>13<br>14<br>15<br>16<br>17<br>18<br>19<br>20<br>21<br>22 |
|                                       | The selection of candidates for available positions, reassignment or transfer shall be at the sole discretion of the Superintendent. Employes who have been selected for a position or reassignment as a result of having requested, been granted and accepted same shall be prohibited from retracting his/her acceptance, unless said retraction is mutually agreed upon by both parties.  | 23<br>24<br>25<br>26<br>27<br>28<br>29<br>30<br>31<br>32       |
| School Code<br>511, 522<br>1168, 1177 | New records pertaining to employes requesting another position or reassignment will be established by the Superintendent or his/her designee on August 1, of each calendar year. Any request of an employe for another position or reassignment which has not been acted upon by the Superintendent or his/her designee must be renewed on or after August 1, of each calendar year or be regarded as having been personally withdrawn by the employe. | 33<br>34<br>35<br>36<br>37<br>38<br>39<br>40<br>41<br>42<br>43 |
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