

## **Personnel – Certified/Non-Certified**

### **Assignment/Transfer/Reassignment**

The assignment and transfer of all certified/support staff personnel shall be the responsibility of the Superintendent of Schools (Superintendent) or designee.

Requests for transfer within the school system may be made at any time and must be in writing. Transfers are subject to availability of position, vacancies, and qualifications of employee.

Transfers will be made in the best interests of the school system, subject to provisions of applicable employee organization agreements and Andover Board of Education policies.

Not later than the November meeting of the Board of Education the Superintendent shall present the staff listing of regular assignments. Changes of regular assignments shall be reprinted periodically.