

## PLAINFIELD PUBLIC SCHOOLS

**PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS**

Assignments will be based upon the needs of the school system and upon the qualifications of the staff members. Personnel will be assigned without regard to race, religion, creed, color, sex, sexual orientation, marital status, age, disability, pregnancy, genetic information, gender identity or expression, national origin or any other basis prohibited by state or federal law. No new assignment will be made which places one employee in direct supervisory or evaluative relationship with another employee who is related by blood, marriage, or law. A member of the immediate family is defined as: husband, wife, child, parent, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, half-sister, half-brother, aunt, uncle, nephew, niece, first cousin, grandmother, grandfather, grandson, granddaughter, stepparent, stepchild, guardianship relationships, adoptive parent/child relationships, partner in a civil union, same-sex marriage. Changes in enrollment or curriculum, or changes for other reasons, may necessitate reassignment of some personnel. When possible, consideration will be given the preference of the employee for reassignment. Personnel may file a request of transfer from a current assignment at any time. The request will take under consideration the following criteria:

1. impact to the school system;
2. contribution which staff member could make in a new position;
3. opportunity for professional growth;
4. preference of the staff member and of the prospective principal or immediate supervisor;
5. length of service in the school system.

All coaching positions will be filled where possible with personnel actively teaching in the school of the coaching assignment.

Adopted: 1/12/88  
Revised: 2/12/03  
Revised: 8/13/14