

ASSIGNMENT AND SCHEDULES

DK
(REGULATION)

ASSIGNMENT	All personnel are employed subject to assignment and/or reassignment by the Superintendent or designee. Assignment shall be based upon the needs of the District.
INITIATION OF TRANSFERS	Transfers may be initiated by the employee, by the supervisor, or by the Superintendent or designee through the Human Resources Department.
VOLUNTARY TRANSFERS	<p>All requests for transfers shall be submitted by completing an application as an internal candidate. Employees can access the NISD online application system and current postings from the Human Resources link on the District website.</p> <p>District personnel may submit requests for transfer at any time during the year. Any transfers considered during the academic school year will be based on district need as identified by the superintendent or designee and must be approved by the sending supervisor, receiving supervisor, and the Human Resources Department. An employee on a current intervention plan will not be considered for a voluntary transfer.</p> <p>Names of employees requesting transfers will be considered until June 1. Principals are not obligated to release an employee for transfer during the academic school year.</p> <p>Voluntary transfers are not subject to grievance.</p>
INVOLUNTARY TRANSFERS SUPERVISOR INITIATED	Employee transfer requests initiated by a principal or District-level department head shall be by letter to the Assistant Superintendent for Administrative Services. The letter should specify the reasons for the request and should be preceded by a conference between the supervisor and employee concerning these reasons.
CHANGES IN ENROLLMENT	When transfers are necessary because of a change in enrollment, their effect on the instructional program, staff/ teacher balance, and professional qualifications shall be carefully considered.
CHANGES IN STAFF	When transfers are necessary because of a change in department responsibilities or reduction in personnel allocations, the efficiency and effectiveness of the department in fulfilling its purpose shall be carefully considered.
REASSIGNMENT OF CERTIFIED STAFF	The following steps are to be applied in the order shown when reassigning certified teaching staff.
ELEMENTARY SCHOOLS	Reassignment in elementary schools due to decreases in student projections (prior to beginning of student school year).

Step	Procedure
I	Determine if there are teachers who desire to be transferred or reassigned. If there are no volunteers, proceed to Step II.
II	Determine the teacher on the campus affected who has the least

ASSIGNMENT AND SCHEDULES

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seniority in the District based on uninterrupted service. In the event two or more teachers are equal in seniority, proceed to Step III.

- III Determine the teacher on the campus who has the least seniority on the campus based on uninterrupted service. If two or more teachers are equal in seniority, proceed to Step IV.
- IV Determine the teacher on the campus affected and who is assigned to the grade level where the surplus exists who has the least seniority at that grade level based on uninterrupted service.

Reassignment in elementary schools due to failure to reach enrollment projections (after beginning of student school year).

Step	Procedure
I	Determine if there are any teachers who desire to be transferred or reassigned. If there are no volunteers, proceed to Step II.
II	Determine the teacher on the campus affected who has the least seniority in the District based on uninterrupted service and whose teaching assignment is at the grade level affected. If two or more teachers are equal in seniority, proceed to Step III.
III	Determine the teacher on campus affected who has the least seniority on that campus based on uninterrupted service and whose teaching assignment is at the grade level affected. If two or more teachers are equal in seniority, proceed to Step IV.
IV	Determine the teacher on the campus affected who has the least seniority based on uninterrupted service at the grade level affected.

SECONDARY
SCHOOLS

Reassignments in secondary schools due to decreases in student projections or failure to reach enrollment projections (prior to or after the beginning of the student school year).

Step	Procedure
I	Determine if there are teachers in the subject area affected who desire to be transferred or reassigned. If there are no volunteers, proceed to Step II.
II	Determine the teacher on the campus affected who has the least seniority in the District based on uninterrupted service and whose teaching assignment is in the subject area affected. If two or more teachers are equal in seniority, proceed to Step III.
III	Determine the teacher on campus affected who has the least seniority on that campus based on uninterrupted service and whose teaching assignment is in the subject area affected. If two or more teachers are equal in seniority, proceed to Step IV.

ASSIGNMENT AND SCHEDULES

DK
(REGULATION)

IV Determine the teacher on the campus affected who has had the least seniority based on uninterrupted service in the subject area affected.

ALL SCHOOLS	In all instances where two or more teachers have the same seniority based on uninterrupted service (when least number of years of experience will subject those teachers to transfer or reassignment), the date of the written job/ contract acceptance (letter of intent) by the teachers involved shall become a primary factor in the decisions as to whom shall be reassigned or transferred.
NOTICE OF EXCESS	It is the obligation of the supervisor to give notice to a staff member who is declared excess on a campus and give notice that their name has been placed on the District's excess list.
COMMITMENT TO EQUAL EMPLOYMENT	In considering transfer requests, there shall be no discrimination in the filling of positions because of race, color, national origin, religion, sex, age, or disability.
RELEASE TIME	When a transfer is effective during the school year, the teacher will be granted one day between assignments for closing out and/ or moving and preparing for the new assignment. The normal workday shall be spent on either or both campuses and payroll accountability for that day shall be the responsibility of the school experiencing the reduction.
OPENING OF NEW SCHOOL	<p>Specific guidelines will be used when opening new campuses.</p> <p>All personnel are employed subject to assignment and/ or reassignment by the Superintendent or designee. This assignment shall be based upon the needs of the District. When new schools are opened, however, it is important to have a good balance of faculty and staff. To achieve that balance when new campuses are opened, the transfer procedures shown below will be followed. Any of these transfers must be completed by June 15.</p>
FACULTY SELECTION	Approximately 30 percent of the faculty assigned to the new campus should be new teachers selected by the principal from the group of new hires to the District.
TEACHERS, LIBRARIANS, NURSES, COUNSELORS	Approximately 60 percent of the faculty will be selected through the regular voluntary transfer process.
RESTRICTIONS	<p>No more than 20 percent of the teachers from any one department or grade level may be selected from a sending school.</p> <p>No more than 15 percent of the teachers may be selected from any one campus unless they are declared excess on the sending campus.</p> <p>The Human Resources Department reserves the right to adjust the percentages shown above. In order to assure continuity, all assignments are subject to approval.</p> <p>For voluntary transfers, principals may not solicit employees to add their names to the transfer list. Principals may not contact employees that are not on the transfer list.</p>

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STAFF SELECTION

Assistant principal and paraprofessional staff assignments will be made in the normal manner.

Recommendations for coaching assignments will be made to the principal by the Director of Athletics and Assistant Superintendent for Curriculum and Instruction.

Gifted/ Talented and Career and Technology department personnel are subject to approval of the principal or assignment by the Superintendent or designee.

Auxiliary personnel assignments will be made by the appropriate supervisor.