

ASSIGNMENT AND SCHEDULES

DK
(REGULATION)

SUPERINTENDENT'S AUTHORITY

All personnel are employed subject to assignment and reassignment by the Superintendent or designee when the Superintendent determines that the assignment or reassignment is in the best interest of the District. Reassignment shall be defined as a transfer to another position, department, or facility that does not necessitate a change in the employment contract of a contract employee. Any change in an employee's contract shall be in accordance with policy DC.

Any employee may request reassignment within the District to another position for which he or she is qualified.

CAMPUS ASSIGNMENTS

The principal's criteria for approval of campus assignments and reassignments shall be consistent with District policy regarding equal opportunity employment, and with staffing patterns approved in the District and campus plans. [See BQ series] In exercising their authority to approve assignments and reassignments, principals shall work cooperatively with the central office staff to ensure the efficient operation of the District as a whole.

TRANSFER PROCEDURES

Transfers may be initiated by the employee, the supervisor, or the Superintendent through the personnel office.

All requests for transfer shall be submitted on the appropriate form. District personnel may submit requests at any time during the spring semester by a deadline established by the personnel office. Such requests shall remain in effect until the beginning of the next school year. All transfers to be considered must be approved by the sending supervisor, receiving supervisor, and the Superintendent or designee.

Requests for reassignment shall be discussed with the principal or immediate supervisor and then shall be submitted in writing to the Superintendent or designee for consideration.

INVOLUNTARY

When staff reduction is required and there is an insufficient number of volunteers to meet the necessary staff reduction,

involuntary transfers shall be based on the needs of the District as defined by the Superintendent. [See DAB]

**SUPPLEMENTAL
DUTIES**

Noncontractual supplemental duties for which supplemental pay is received may be discontinued by either party at any time. An employee who wishes to relinquish a paid supplemental duty may do so by notifying the Superintendent or designee in writing. Paid supplemental duties are not part of the District's contractual obligation to the employee, and an employee shall hold no expectation of continuing assignment to any paid supplemental duty.

**WORK CALENDAR
AND SCHEDULES**

The Board shall determine required work calendars for all contractual employees. [See DC] Subject to Board review, the Superintendent shall define days of service for noncontractual employees.

Daily time schedules for all employees shall be determined by the Superintendent or designee and principals.

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