

ASSIGNMENT AND SCHEDULES

DK  
(REGULATION)

ASSIGNMENTS

All employees are 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 will 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 employee may request a transfer within the District to another position for which he or she is qualified.

In considering transfer requests, there will be no discrimination in the filling of positions for reasons such as race, religion, gender, disability, or age.

When a transfer or reassignment occurs during the school year, the employee will be granted a minimum of one day between assignments for the purpose of closing out and/or moving and preparing for the new assignment. The normal workday will be spent on either or both campuses, and payroll accountability for that day will be the responsibility of the receiving school or central department.

VOLUNTARY  
TRANSFERS

Transfer requests must be submitted on the Transfer Request form, within an announced window of time during the spring semester, to be considered for the following school year. Requests made after this time or during the school year require approval from the affected principals/supervisors and from Human Resources and are not subject to action unless deemed in the best interest of the District. Requests for transfer during the school year will only be considered in those cases in which a change of assignment will not adversely affect the progress of the students and all parties affected are in agreement that the transfer is in the best interest of the students and the District.

Auxiliary employees may request transfers within their individual departments at any time of the year. These requests will be handled through the department.

ALL EMPLOYEES

Once the appropriate form has been submitted following the process below, employees may send a resume to principals/supervisors indicating their interest in a position at that location but should not subsequently call or visit without an invitation.

Principals/supervisors will not contact employees to discuss vacancies or possible assignments in their schools unless a Transfer Request form has been properly submitted by the employee to Human Resources.

Regarding transfer requests from personnel, the following guidelines will apply:

ASSIGNMENT AND SCHEDULES

DK  
(REGULATION)

1. The employee must meet all qualifications for the requested position.
2. A paraprofessional must remain in a position for a minimum of one year before an employee-initiated request for transfer to another paraprofessional position will be considered.
3. The employee obtains a Transfer Request Form from the building principal/supervisor or from the SBISD website at <https://www.internal.springbranchisd.com/admin/hr/index.htm>.
4. The employee submits a completed copy of the Transfer Request Form to desired schools or central departments and to Human Resources within the established time lines. Notification of intent of a transfer to the employee's current principal/supervisor is required.
5. Principals/supervisors wanting to interview the employee within the designated window of time for transfers will contact the employee to schedule an interview.
6. Principals/supervisors will follow Human Resources procedures for employee status change.
7. Human Resources will notify those affected by the transfer.

STAFFING DECISIONS  
BASED ON  
ALLOCATIONS

Staff allocations are provided to each campus. The information provided includes the total number of units for which each campus is eligible. Using these allocations, each principal is expected to find assignments for all contracted employees on campus if a position is available that is the same as the employee's current role. This may involve shifting personnel to different assignments based on certification or assessment.

Proper certification and "highly qualified" status for an assignment will be required.

District budgetary reductions and grant reductions or expirations may make it necessary to reassign or eliminate positions. Affected employees may be placed in suitable assignments.

At-will employees may be terminated in lieu of placement.

In lieu of placement, employees with probationary contracts may be terminated at the end of the contract year if it is in the best interest of the District to do so.

CONTRACT  
EMPLOYEE  
ASSIGNMENTS

In rare circumstances where a contracted employee cannot be placed by the principal/supervisor at his or her current campus or central department, the guidelines for reassignment listed below

will be followed. Note that teachers involved in certain campus or District initiatives and/or special programs, such as Opportunity Culture, may be protected from reassignment.

Seniority means continuous employment in the District and at the campus/department in a specific role or position/teaching assignment as applicable.

Role is defined as a particular type of assignment, for example: elementary bilingual teacher, middle school math teacher, high school English teacher, school improvement specialist - math, counselor, and the like.

BETWEEN SCHOOL  
YEARS

Employees will be reassigned in the following order when reducing staff between school years:

- Step I — Determine the employee on the campus or in the central department who has the least continuous seniority at the current role/position affected at that location. This person will be placed on a Districtwide reassignment list. (Note: When there is a break of continuous service, only the years the employee has worked since his or her return to the District will count towards seniority.) If two or more employees are equal in seniority when applying this criterion, proceed to Step II.
- Step II — Determine the employee on the campus or in the central department who has the least continuous seniority at that location. This person will be placed on a Districtwide reassignment list. If two or more employees are equal in seniority when applying this criterion, proceed to Step III.
- Step III — Determine the employee on the campus or in the central department who has the least continuous seniority at the current role/position affected in the District. This person will be placed on a Districtwide reassignment list. If two or more employees are equal in seniority when applying this criterion, proceed to Step IV.
- Step IV — Determine the employee on the campus or in the central department who has the least continuous seniority in the District. This person will be placed on a Districtwide reassignment list.

If a reduction is Districtwide in a role in which there is a singleton position at the site, the incumbent in that role would be placed on a Districtwide reassignment list.

If a reduction is Districtwide and reducing a full staffing unit to a smaller staffing unit (e.g., half-time) in a role in which there is a singleton position at the site, Steps I and II would not apply.

After completing the previous steps, if there are two or more employees who have the same seniority, the date the contract/employee packet was signed by the employees involved becomes the primary factor in deciding who will be reassigned or transferred. If contract/employee packet signing dates are the same, acceptance dates will be used to determine seniority.

A reassignment resulting from elimination of positions will be made only after the staff member has been personally advised by the employee's principal/supervisor. The employee may be interviewed at schools where vacancies exist.

Any employee is subject to reassignment within a campus/department at any time the principal/supervisor deems appropriate. In those cases, the steps for reassignment need not apply. The principal/supervisor or executive director may reassign employees as needed.

The reassignment of the District employees will have priority over the hiring of new employees. If a teacher resigns from his or her supplemental coaching assignment, he or she will be subject to reassignment based on the staffing needs of the campus. If reassignment to another campus is necessary, the principal/supervisor will inform the Director of Human Resources.

There may be extenuating circumstances for which the employee with the least seniority may not be the employee reassigned.

Examples of extenuating circumstances are:

1. Leadership roles in cocurricular or extracurricular activities.
2. Sponsor of two or more University Interscholastic League (UIL) activities.
3. Employees returning from family and medical leave that was taken during the current school year and whose work location was changed upon return from leave. These employees will have their seniority of location based on the original work location when the school year began.

#### AFTER SCHOOL STARTS

If a campus does not reach projected enrollment after school begins, involuntary transfers may be necessary. The following guidelines for determining reassignment due to an elimination of positions should be applied. Note that teachers involved in certain

campus or District initiatives and/or special programs, such as Opportunity Culture, may be protected from reassignment. The principal must decide what is in the best interest of the school as well as the District.

Seniority means continuous employment in the District at the campus or grade level as applicable.

Staff members will be reassigned in the following order after school starts:

- Step I — Determine if there are employees at the grade level/position affected who desire to be transferred or reassigned. Volunteers are reassigned first. If there are no volunteers, proceed to Step II. If an employee volunteered and moved to another campus and the employee has least seniority at that campus, he or she cannot be moved two years in a row.
- Step II — At the grade level/position affected, determine the employee who has the least seniority on the campus. The employee with the least continuous seniority on the campus will be reassigned at this point. If two or more employees are equal in seniority, proceed to Step III. (Note: When there is a break of continuous service, only the years the employee has worked since his or her return to the District will count towards seniority. If an employee was moved because of least seniority, the employee cannot be moved two years in a row.)
- Step III — At the grade level/position affected, determine the employee who has the least continuous seniority in the District. The employee with the least seniority in the District will be reassigned at this point. If two or more employees are equal in seniority, proceed to Step IV.
- Step IV — At the grade level/position affected, determine the employee who has the least continuous seniority at the grade level/position affected. This person will be reassigned at this point. If it is not possible to place the employee on the campus, contact the Human Resources Director for another assignment.

After completing Step IV, if there are two or more employees who have the same seniority, the date the contract/employee packet was signed by the employees involved becomes the primary factor in deciding who will be reassigned or transferred. If contract/employee packet signing dates are the same, acceptance dates will be used to determine seniority.

## ASSIGNMENT AND SCHEDULES

DK  
(REGULATION)

A reassignment resulting from elimination of positions will be made only after the staff member has been personally advised by the employee's principal/supervisor. Any employee is subject to reassignment within a campus/department at any time the principal/supervisor deems appropriate. In those cases, the steps for reassignment need not apply. The principal/supervisor or executive director may reassign employees as needed.

If a teacher resigns from his or her supplemental coaching assignment, he or she will be subject to reassignment based on the staffing needs of the campus. If reassignment to another campus is necessary, the principal/supervisor will inform the Director of Human Resources.

Prior approval by Human Resources is needed if the employee considered for reassignment is on a professional intervention plan (growth plan) or has below standard performance in his or her assignment.

There may be extenuating circumstances for which the employee with the least seniority may not be the employee reassigned.

Examples of extenuating circumstances are:

1. Leadership roles in cocurricular or extracurricular activities.
2. Sponsor of two or more UIL activities.
3. Employees returning from family and medical leave that was taken during the current school year and whose work location was changed upon return from leave. Those employees will have their seniority of location based on the original work location when the school year began.

PART-TIME  
EMPLOYEES

When reassignment of part-time employees is necessary, the District is under no obligation to find a comparable part-time position. Part-time employees without assignments may be assigned to available full-time positions in the best interest of the District.

NOTICE OF  
ASSIGNMENT

The District will attempt to find suitable assignments for all employees. An employee will be reassigned on the basis of:

1. Certification and highly qualified status,
2. Selection by a principal or supervisor, and
3. Placement by Human Resources in cases where an employee is not selected.

Notice of the reassignment location will be provided by Human Resources when reassignment is complete.

## ASSIGNMENT AND SCHEDULES

DK  
(REGULATION)

Employees are expected to take the assignment. If an employee refuses an assignment, the employee may resign or be subject to termination. For assignments that occur during the duty year (July through June), the number of workdays and base salary for employees being reassigned will be no less during the affected duty year regardless of the new assignment. Salaries and number of workdays for future years will be based on the position to which the employee has been reassigned.

Employees who have proficient skills that do not fit their present position may be transferred to other more suitable positions as deemed by the principal/department head. Approval must be obtained by all administrators involved. Those employees who have been continually unsuccessful in their improvement plans will have their employment terminated and will not be transferred to other positions.

## PROMOTIONS

Employees in the District are eligible to apply for promotions at any time of the school year. A promotion is defined as a position that has a higher annual salary or higher daily/hourly rate than the previously held position. Employees must submit requests to Human Resources to be considered for vacancies that will result in promotions.

Transfers (including those within a campus/department) and reassignments to higher categories will require employees to be assessed prior to placement. These assessments will verify that the employee possesses the minimum skill level required to effectively perform the job.

Employees must serve in a position for one duty year before requesting moves.

Any reassignments must be approved by Human Resources prior to employee notification.

## MODIFIED DUTY PROGRAM

In strict compliance with the conditions listed below, the District will implement a modified duty program to permit an employee to return to work after sustaining an injury or illness that interferes with the employee's ability to perform his or her regular assignment, but prior to full recovery, by:

1. Modifying the employee's regular assignment so that the physical demands are consistent with the restrictions imposed by the physician; and/or
2. Assigning the employee to alternate duties that are consistent with the physician's recommended restrictions.

## CONDITIONS

ASSIGNMENT AND SCHEDULES

DK  
(REGULATION)

This program will be administered on a case-by-case basis and when all the following conditions are met:

NEED

1. The District is able to identify necessary tasks that can be assigned as modified duty. Modified duty may be assigned and withdrawn at the discretion of the District.

EMPLOYEE  
AUTHORIZATION

2. The employee authorizes his or her physician to release to the District any medical assessments required for the implementation of the program.

PHYSICIAN'S  
RECOMMENDATION

3. After a review of the physical demands of the regular duties in the employee's job description and an analysis of the tasks identified for modified duty, the employee's physician agrees to:

- a. Identify specific restrictions to regular duty tasks that the employee can safely perform without significant risk of re-injury;
- b. Recommend the employee as physically able to participate in the modified duty program; and
- c. Report to the District, at intervals not to exceed 30 days, on the employee's recovery progress including, if possible, the anticipated date of complete recovery.