

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. An employee on a growth plan shall not be eligible for transfer unless a specific District need exists.

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.

Assignment of Relatives

Persons related by consanguinity or affinity shall not be assigned to the same department or school when the related person would serve as the supervisor.

Supplemental Duties

Non-contractual 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.

Schedules

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

Duty Days for Employees

Job Classes of employees are scheduled to work a certain fixed number of days in a given year. The complete listing of employee positions, days of service, and start-stop dates is found in the CCISD Compensation Handbook. Any deviation from the schedule must have the approval of the Superintendent or designee.

Reassignment or Relocation

Declining enrollment in a grade level or subject area, a school, or the District may necessitate reassignment or reduction in number of employees. The opening of a new campus and/or the staffing of a program, may also lead to reassignment or relocation of employees. The special procedures required for instructional personnel are as follows:

1. All reassignment and reduction in force procedures are governed by due process provisions described in DFF(LEGAL).
2. The change section of the Personnel Action Notification (PAN) form must be completed by the receiving principal or HR Administrator.
3. "Excess" teachers are to be identified by current grade level (elementary) or department (secondary) based on the following criteria:
 - a. Appropriate certification.
 - b. Seniority in the District.
 - c. Seniority in the school.
 - d. Total creditable experience.
 - e. Performance.
4. "Excess" non contracted instructional support staff are identified based on the following criteria:
 - a. Seniority in the District.
 - b. Seniority in the school.
 - c. Total creditable experience.
 - d. Performance.
5. Building and District seniority are determined by total number of years' experience creditable by the Texas Education Agency. Continuous service is not required. When determining seniority, the date and time the human resources administrator approved the PAN will be used.
6. The teacher with the least seniority in the overstaffed grade level or department is identified and becomes excess.
7. A teacher can be identified as excess only if there are no openings the teacher is certified to fill in the school in which he or she is working.
8. If a campus has an excess teacher and there is a vacancy in that building, the principal must either place the excess teacher in the vacant position, or the principal must shift teachers so that a reasonable set of assignments is attained. Proper certification must be maintained in any placement or shifting of this type.

9. The identified excess teacher may request a transfer to other schools.
10. No new teacher or transfer may be placed at a campus until every teacher who taught on that campus during the current year (in that area of certification) has been placed.
11. After a teacher has been assigned a position in his or her building, the teacher may request a transfer to another school, as can any other teacher. This teacher can then be considered by other principals for transfer to their buildings.
12. All excess teachers in District designated certification areas will be placed before any teacher transfers or new hires within the same certification area are processed.
13. Teachers holding dual contracts may be moved into similar dual assignments on one or more campuses.
14. Those selected for specialized positions such as instructional coach, GT, ELL, etc., will retain campus seniority in the event that the program or position is eliminated.

Exceptions

The identification of excess teachers is based on the foregoing criteria, with the following exceptions:

1. Extracurricular and/or co-curricular head sponsors receiving a stipend.
2. Head coaches.
3. Athletic coordinators, Varsity Coaches and Coaches of two sports.
4. Teachers who were placed on the excess list for the previous two years.
5. Teachers who performance concerns and have been assigned an intervention plan, or teachers in receipt of notification of potential contract non-renewal or termination.
6. Additional exceptions/variations to this regulation must be approved by the Superintendent.

In the event there is less than a five-year differential between the seniority levels of two or more teachers within a grade level or department, a teacher holding dual assignment contract with less seniority may retain his or her position while the teacher with more seniority is excessed.

Exceptions to these procedures may be made in the event a program is restructured or moved from campus to campus in order to maintain the quality and integrity of the original program.

Teachers reassigned may return to the sending campus with consent of sending and receiving principal should an appropriate vacancy occur at the sending campus.

**Assignment of
Excess Professional
Staff**

The following will be the protocol used for this process:

1. HR Administrator works with elementary/secondary principal and elementary/secondary assistant superintendent to identify excess positions.
2. Principal notifies employee of excess status.
3. Principal notifies HR Administrator of staff member awareness.
4. HR Administrator/principal communicates with staff member about transfer process.
5. 5. HR Administrator maintains and communicates updated excess list for all supervisors.

As openings occur, positions should be filled from the excess list. Outside applicants may be considered only for those positions requiring certification beyond those included on the excess list.

If an opening occurs on the campus from which the teacher was excessed for which they meet certification requirements, the excessed staff member that is listed on the excess list will remain on the campus to fill that position.

**Employee Initiated
Transfers**

Employee initiated transfers are those not involving “excess staff” and thus, not involving transfers to a new site with a principal.

The following procedure is to be followed by employees when requesting a transfer from one school to another within the District.

The employee must complete an Employee Transfer Request, available through the employee portal on the CCISD website. Only one request form is needed; an employee may list on one form all the schools for which he or she would like to be considered. When the principal or supervisor approves the request, it is then forwarded to the Human Resources Administrator.

The Human Resources Department will send an email to the employee confirming the receipt of the request. Copies of the request will be emailed to the administrator or department of the school(s) the teacher is requesting. As vacancies occur, these transfer re-

quests will be considered, along with other applicants. An employee requesting a transfer will be allowed the same consideration as any other applicant for the position. If the administrator selects a person who has requested a transfer, he or she completes the PAN form. The form is sent to Human Resources. HR will notify the employee and both administrators if the transfer is approved.

Opening New Campus

Excluding program changes initiated by the District, principals transferring to a new campus site may take no more than 15 percent of their staff, including the lead custodian and child nutrition manager.

The following restrictions apply:

1. Employees volunteering for this type of transfer must complete the Employee Transfer Request.
2. Transfers of this type will be considered along with the placement of “excess teachers” for the grade levels in question.
3. No more than 25 percent of the teachers per elementary grade level or secondary department may be relocated.
4. No more than three grade level or department chairpersons may be relocated.
5. In the case of relocation due to the opening of a new campus, while any excess teachers at the identified site are being considered for reassignment, other teachers from that site not designated as excess will be given the opportunity to transfer to the new campus. The receiving principal has the option to accept or decline these volunteers.

If designated excess teachers remain, those teachers will be reassigned to another campus. All teachers relocating to a new campus will be subject to reassignment by the receiving principal, pending appropriate certification.

All Campuses Except Comprehensive High Schools:

Only one front office paraprofessional may be reassigned to a new campus (including the campus Administrative Assistant).

Comprehensive High Schools:

Only one of the following paraprofessional positions can be reassigned to a new campus:

- Principal Administrative Assistant
- Associate Principal Administrative Assistant

- Dean of Instruction Administrative Assistant
- Bookkeeper

Only one Assistant Principal Administrative Assistant can be reassigned to a new campus.

Only two clerical paraprofessionals in other office positions, not listed above, may be reassigned to a new campus. Only the Administrative Assistant or the clerical aide may be relocated. Both of these key personnel may not be transferred to the new campus.

**New Elementary
School Staffing
Procedures**

1. During the Spring Semester, the Human Resources Department, working with the Curriculum and Instruction Department, will determine the number of positions to transfer from each sending school.
2. During the Spring Semester, the Human Resources Administrator and the Assistant Superintendent of Elementary Education will meet with the new principal to determine which staff members from his/her existing school may transfer to the new school. The following restrictions apply:
 - a. The principal of the new elementary school may take no more than 15 percent of the current professional staff of any one campus, including the head custodian and cafeteria manager.
 - b. Employees requesting a transfer must complete the Employee Transfer Request form.
 - c. Administration must complete decisions on transfers within the District's transfer period.
 - d. The Human Resources staff will determine the percentage of excess teachers to place on a new campus.
 - e. No more than 25 percent of teachers per elementary grade level may transfer.
 - f. No more than three grade level or department chairpersons may transfer.
 - g. Either only the secretary or another office paraprofessional may transfer.
3. The Human Resources Administrator will meet with the faculty of those campuses losing teachers to review the transfer guidelines and answer any questions.

4. The Human Resources Department will staff positions at the new campus from teachers identified as sending-school transfers. The following guidelines will apply:
 - a. Teachers with the least seniority on campus will be considered excess and will receive a transfer to another campus. The principal will interview and place the teacher(s) in the most appropriate grade level possible.
 - (1) Appropriate certification.
 - (2) Seniority in the District.
 - (3) Seniority in the school.
 - (4) Total creditable experience.
 - (5) Performance.
 - b. Volunteers will receive preferential consideration if the new school principal interviews and recommends them.
 - c. Moves for Bilingual teachers, Special Education teachers and specialist teachers.
5. The new principal will fill the remaining positions from the list, transfer list, or new applicant files.
6. New principals can only consider applicants from their existing schools for posted positions at the new school if the position is a promotion and not a lateral transfer. Applicants from the new elementary principals' existing school who receive a promotion to a position at the new school will not be restricted by the excess guidelines.

**New Secondary
School Staffing
Procedures**

1. The Human Resources Department, working with the Curriculum and Instruction Department, will determine the number of positions to transfer at each sending school.
2. The Human Resources Administrator and the Assistant Superintendent of Secondary Education will meet with the new principal to determine which staff members from his/her existing school to consider for the new school. The following restrictions apply:
 - a. New principals may take no more than 15 percent of the current professional staff of any one campus.
 - b. New principals may take no more than 15 percent of the current head coaching staff, one of whom can be an athletic coordinator.

- c. Employees requesting a transfer must complete the Employee Transfer Request form.
 - d. Administration must complete decisions on transfers within the District's transfer period.
 - e. The Human Resources staff will determine the percentage of excess teachers to place on a new campus.
 - f. No more than 25 percent of teachers per secondary department may transfer.
 - g. No more than three grade level or department chairpersons may transfer.
 - h. Either only the administrative assistant or the bookkeeper may transfer. One of these key people must remain on the current campus.
3. The Human Resources Administrator will meet with the faculty of those campuses losing teachers to review the transfer guidelines and answer any questions.
 4. The Human Resources Department will staff positions at the new campus from teachers identified as sending school transfers. The following guidelines will apply:
 - a. Teachers with the least seniority on the campus will be considered excess and will receive a transfer to another school.
 - (1) Appropriate certification.
 - (2) Seniority in the District.
 - (3) Seniority in the school.
 - (4) Total creditable experience.
 - (5) Performance.
 - b. Volunteers will receive preferential consideration if the new school principal interviews and recommends them.
 - c. Moves for Special Education teachers and specialist teachers will be decided by the specific program based on program needs.
 - d. Teachers assigned to the new school can request a transfer to another campus if they qualify under the transfer guidelines.

- e. The principal of the new school may take no more than one existing instructional coach from any one campus to a new campus.
- 5. The new principal will fill any remaining positions from the excess list, transfer list, or new applicant files.
- 6. New principals can only consider applicants from their existing school for posted positions at the new school if the position is a promotion and not a lateral transfer. Applicants from the new principals' existing school who receive a promotion to a position at the new school will not be restricted by the excess guidelines.

Modified Duty Program

The District shall, in strict compliance with the condition listed below, implement a modified duty program for employees who have been injured, whether in the performance of their assigned duties or otherwise, that may permit an employee to return to work 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 to the employee other duties that are consistent with the physician's restrictions.

Conditions

This program shall be administered on a case by case basis when the following conditions are met:

- 1. The District is able to identify needed tasks that can be assigned as modified duty. Modified duty shall be assigned and withdrawn at the discretion of the District, based on a determination of whether or not the modified duty imposes an undue burden on the operations of the District.
- 2. The employee authorizes his or her physician to release to the District any medical assessments required for the implementation of the program.
- 3. The employee's physician, after a review of the physical demands of the regular duties in the employee's job description and analysis of the tasks identified for modified duty, agrees to:
 - a. List specific restrictions on regular duty assignments that the employee can safely perform without significant risk or injury.
 - b. Recommend the employee as physically able to participate in the modified duty program and indicate the tasks

the employee can perform that are consistent with any medical restrictions imposed.