

## Board of Trustees

## Douglas County School District

## CLASSIFIED STAFF

### ASSIGNMENT AND TRANSFER

The judicious placement of employees within the District is concomitant to the employment of qualified and competent personnel for the successful functioning of the District. Responsibility for the assignment and transfer of non-instructional employees shall be vested in the Superintendent.

It is the policy of the Board that members of the same family not be employed in the same department whenever one member has supervisory responsibilities over the other. An employee's sibling, child, spouse, parent, or in-law shall be considered a member of his family. No transfers may be made which will result in the assignment of a classified employee to a department in which a member of his family is employed whenever one member has supervisory responsibilities over the other.

Teacher aides and other classified personnel who are not certified but are employed to assist certificated personnel must be directly supervised by certificated personnel in all duties that are instructional in nature. They may perform duties that are not primarily instructional without a certificated person in attendance.

Reference: NRS 391.100

Date Adopted: 08/12/80

Date Revised: