

ASSIGNMENT AND SCHEDULES DK (REGULATION)

HOURS OF DUTY

District employees will work according to the schedules established by the Superintendent or designee.

The Superintendent has established a Standardized Schedule for Exempt Employees working at a school campus.

Standard Duty Schedule for Exempt Campus Employees

Elementary: 7:30 AM to 4:00 PM

Secondary: 8:00 AM to 4:30 PM

Teachers are exempt employees and other duties may be assigned outside of these 8 hours. Variations to the Standard Duty Schedule must be documented by the principal and made available for review. PTA meetings, parent-teacher meetings, faculty and staff meetings, student activities and supervision, required professional development, and other meetings or conferences as assigned may be required in addition to the standard duty schedule.

EMPLOYEE REQUEST FOR REASSIGNMENT/PROMOTION

SUPPORT STAFF

To request reassignment or promotion, a paraprofessional employee must express interest of possible transfer in writing to their current supervisor. Upon agreement from the current supervisor, the paraprofessional may submit an application for consideration on the position. Reassignments are not automatic and must be approved by the supervisors in each affected area before they can occur. Interdepartmental transfers will be handled by the receiving department with approval of the Human Resources Services and the department/campus administrators, if applicable.

Paraprofessional employees must remain in a position for a minimum of six months before an employee-initiated request for reassignment or promotion will be considered.

PROFESSIONAL

Reassignment/transfer requests from professional personnel will be governed by procedures established and distributed by Human Resource Services no later than March 15 of each year.

DISTRICT-INITIATED REASSIGNMENT

At any time during the school year, an immediate supervisor may request the reassignment of an employee.

The Superintendent may reassign any employee at any time when it is in the best interest of the District.

APPROVED – July 2024

