



Administrative Regulations

South San Antonio Independent School District

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Employee Assignments and Schedules- 2023	

SUPERINTENDENTS 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. Reassignments 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.

CAMPUS ASSIGNMENTS

The principal’s criteria for approval of campus assignments and reassignments shall be consistent with District policy regarding employment, certification, etc. In exercising their authority to approve assignments and reassignments, principals shall work cooperatively with the District office staff to ensure appropriate placement and the efficient operation of the District as a whole.

Teachers must have at least 450 minutes of planning time every two weeks in increments of not less than 45 minutes within the instructional day. In addition, teachers must have 30 minute a duty-free lunch break each day. Under certain conditions, a district may require a teacher to supervise students during lunch no more than one day in any school week.

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 supervisor in writing. Paid supplemental duties are not part of the District’ contractual obligation to the employee and an employee shall hold no expectation of continuing assignment to any paid supplemental duty unless the contract stipulates it.

SCHEDULES

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

DUTY DAYS FOR EMPLOYEES

Employees are scheduled to work a certain fixed number of days in a given year. The complete listing of



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employee positions, days of service, and work calendar dates is found on the website under Staff Resources and Human Resources. Any deviation from the schedule must have the approval of the Superintendent or designee.

REDUCTION IN FORCE OF PROFESSIONAL STAFF

The following will be the protocol used for this process:

1. HR Director works with elementary/secondary principal and the Superintendent to identify excess positions.
2. Principal notifies employee of displaced status.
3. Principal notifies HR Director of staff member awareness.
4. HR Director/Principal communicates with staff member about the process.
5. Displaced staff member may apply for positions as qualified.

EMPLOYEE INITIATED TRANSFERS

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 form, no later than the last day of the 187-day work calendar. The transfer list will be made available to campus administrators until the end of June.

As vacancies occur, these transfer requests 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 principal selects a person who has requested a transfer, he or she recommends them to the HR Department. HR will notify the employee of the recommendation and if the employee accepts, the transfer is approved. The sending principal will be notified that he or she now has a vacancy.