

ASSIGNMENT AND SCHEDULES

DK  
(REGULATION)

ASSIGNMENT	All personnel are employed subject to assignment and/or reassignment by the Superintendent or designee. Assignment shall be based upon the needs of the District.
INITIATION OF TRANSFERS	Transfers may be initiated by the employee, by the supervisor, or by the Superintendent or designee through the Human Resources Department. Transfer or reassignment of an employee with documented performance deficiencies, such as a corrective memorandum, written reprimand, or growth plan, requires approval of the Superintendent or designee.
VOLUNTARY TRANSFERS	<p>All requests for transfers shall be submitted by completing an application as an internal candidate. Employees can access the NISD online application system and current postings from the Human Resources link on the District website.</p> <p>District personnel may submit requests for transfer at any time during the year. Any transfers considered during the academic school year will be based on district need as identified by the Superintendent or designee and must be approved by the sending supervisor, receiving supervisor, and the Human Resources Department. An employee on a current intervention plan will not be considered for a voluntary transfer.</p> <p>Names of employees requesting transfers will be considered until June 1. Principals are not obligated to release an employee for voluntary transfer during the academic school year.</p> <p>Voluntary transfers are not subject to grievance.</p>
INVOLUNTARY TRANSFERS: SUPERVISOR-INITIATED	Employee transfer requests initiated by a principal or District-level department head shall be by letter to the Assistant Superintendent for Human Resources. The letter should specify the reasons for the request and should be preceded by a conference between the supervisor and employee concerning these reasons.
CHANGES IN ENROLLMENT	When transfers are necessary because of a change in enrollment, their effect on the instructional program, staff/teacher balance, and professional qualifications shall be carefully considered.
CHANGES IN STAFF	When transfers are necessary because of a change in department responsibilities or reduction in personnel allocations, the efficiency and effectiveness of the department in fulfilling its purpose shall be carefully considered.
REASSIGNMENT OF CERTIFIED STAFF	The following steps are to be applied in the order shown when reassigning certified teaching staff.

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ELEMENTARY  
SCHOOLS

Reassignment in elementary schools due to failure to reach student enrollment projections (prior to beginning of student school year).

Step	Procedure
1.	Determine if there are teachers who desire to be transferred or reassigned. If there are no volunteers, proceed to Step 2.
2.	Determine the teacher on the campus affected who has the least seniority in the District based on uninterrupted service. In the event two or more teachers are equal in seniority, proceed to Step 3.
3.	Determine the teacher on the campus who has the least seniority on the campus based on uninterrupted service. If two or more teachers are equal in seniority, proceed to Step 4.
4.	Determine the teacher on the campus affected and who is assigned to the grade level where the surplus exists who has the least seniority at that grade level based on uninterrupted service.

Reassignment in elementary schools due to failure to reach student enrollment projections (after beginning of student school year).

Step	Procedure
1.	Determine if there are any teachers who desire to be transferred or reassigned. If there are no volunteers, proceed to Step 2.
2.	Determine the teacher on the campus affected who has the least seniority in the District based on uninterrupted service and whose teaching assignment is at the grade level affected. If two or more teachers are equal in seniority, proceed to Step 3.
3.	Determine the teacher on campus affected who has the least seniority on that campus based on uninterrupted service and whose teaching assignment is at the grade level affected. If two or more teachers are equal in seniority, proceed to Step 4.
4.	Determine the teacher on the campus affected who has the least seniority based on uninterrupted service at the grade level affected.

SECONDARY  
SCHOOLS

Reassignments in secondary schools due to decreases in student projections or failure to reach student enrollment projections (prior to or after the beginning of the student school year).

Step	Procedure
1.	Determine if there are teachers in the subject area affected who desire to be transferred or reassigned. If there are no volunteers, proceed to Step 2.

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2. Determine the teacher on the campus affected who has the least seniority in the District based on uninterrupted service and whose teaching assignment is in the subject area affected. If two or more teachers are equal in seniority, proceed to Step 3.
3. Determine the teacher on campus affected who has the least seniority on that campus based on uninterrupted service and whose teaching assignment is in the subject area affected. If two or more teachers are equal in seniority, proceed to Step 4.
4. Determine the teacher on the campus affected who has had the least seniority based on uninterrupted service in the subject area affected.

ALL SCHOOLS

In all instances where two or more teachers have the same seniority based on uninterrupted service (when least number of years of experience will subject those teachers to transfer or reassignment), the date/time of the written job/contract acceptance (letter of intent) by the teachers involved shall become a factor in the decisions as to whom shall be reassigned or transferred.

REASSIGNMENT OF  
EXCESS STAFF

“Excess staff” means teachers and staff members whose positions are no longer needed on a specific campus, grade level, subject area, department, or program as a result of a decline in projected enrollment, budget reductions, a program change, certification needs, or modification of staffing guidelines.

NOTICE TO  
EXCESS STAFF

The supervisor will give notice to an employee who is determined to be excess staff.

REASSIGNMENT  
CRITERIA

The Superintendent or designee should follow the steps and criteria below in making reassignments of excess staff.

EXCESS STAFF:  
CLASSROOM  
TEACHERS

When classroom teachers are determined to be excess staff, reassignments should be made under the following guidelines. For the purpose of reassignment of excess staff under this regulation, “classroom teacher” means a teacher whose primary responsibility is serving as the teacher of record for one or more classes.

1. **District Reassignment.** The Superintendent or designee may reassign a classroom teacher to another position in the district, considering the needs of the district, vacancies, and necessary certification, experience, and skills. If excess staff remain, proceed to step 2.
2. **Volunteers.** A classroom teacher may volunteer to be reassigned from a campus, grade level, or subject area that is determined to have excess staff to another campus, grade level, or subject area for which the teacher is qualified. If excess staff remain, proceed to step 3.
3. **Campus Reassignment.** A principal may reassign a classroom

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teacher from the current teaching assignment to another grade level, subject area, course, or department for which the teacher is certified on the same campus, pending approval of the Superintendent or designee. If excess staff remain, proceed to step 4.

4. **District Seniority.** When more than one excess staff member on a campus, grade level, or subject area was not reassigned in steps 1-3 and remains as excess staff, the Superintendent or designee should determine which teacher in the affected group has the least seniority in the district based on uninterrupted service. The teacher(s) with the least seniority will be subject to reassignment. If two or more teachers are equal in seniority, proceed to step 5.
5. **Campus Seniority.** Determine which teacher in the affected group has the least seniority on the campus based on uninterrupted service. The teacher(s) with the least seniority will be subject to reassignment. If two or more teachers are equal in seniority, proceed to step 6.
6. **Grade Level / Subject Area Seniority.** Determine which teacher in the affected group has the least seniority in the grade level or subject area based on uninterrupted service. The teacher(s) with the least seniority will be subject to reassignment.

EXCESS STAFF:  
OTHER  
PROFESSIONALS

When excess staff members are in positions other than classroom teacher, such as professionals who are centrally deployed or assigned to serve campuses, including but not limited to Dyslexia, MTSS, or ESL specialists, reassignments should be made under the following guidelines.

1. **District Reassignment.** The Superintendent or designee may reassign a staff member to another position in the district, considering the needs of the district, vacancies, and necessary certification, experience, and skills. If excess staff remain, proceed to step 2.
2. **Volunteers.** An excess staff member may volunteer to be reassigned to another campus, department, or position for which the staff member is qualified. If excess staff remain, proceed to step 3.
3. **Seniority.** When more than one excess staff member in an affected area was not reassigned in steps 1-2 and remains as excess staff, the Superintendent or designee should determine which staff member has the least seniority in the district based on uninterrupted service. The staff member(s) with the least seniority will be subject to reassignment.

PULL-BACK:  
RETURN OF  
EXCESS STAFF

If an excess staff member is reassigned, and a vacancy in their original campus or position occurs after the reassignment, the campus or department may offer the staff member a pull-back (the opportunity to

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return to the original campus or position). When determining which staff member to offer a pull-back, the Superintendent or designee will consider the reassignment criteria in the reverse order, with priority given to seniority. A pulled-back employee must have the required certification to fill the current vacancy at the time the offer is made. The staff member may agree to return to the original campus or position or remain in the reassigned position. All pull-backs impacting the coming school year must be offered by the last instructional day of the current school year.

COMMITMENT TO  
EQUAL EMPLOYMENT

In considering transfer requests, there shall be no discrimination in the filling of positions because of race, color, national origin, religion, sex, age, disability, genetic information, or pregnancy.

RELEASE TIME

When a transfer is effective during the school year, the teacher will be granted one day between assignments for closing out and/or moving and preparing for the new assignment. The normal workday shall be spent on either or both campuses and payroll accountability for that day shall be the responsibility of the school experiencing the reduction.

OPENING OF NEW  
SCHOOL

Specific guidelines will be used when opening new campuses.

All personnel are employed subject to assignment and/or reassignment by the Superintendent or designee. This assignment shall be based upon the needs of the District. When new schools are opened, however, it is important to have a good balance of faculty and staff. To achieve that balance when new campuses are opened, the transfer procedures shown below will be followed. Any of these transfers must be completed by June 15.

FACULTY SELECTION

Approximately 30 percent of the faculty assigned to the new campus should be new teachers selected by the principal from the group of new hires to the District.

TEACHERS,  
LIBRARIANS,  
NURSES,  
COUNSELORS

Approximately 60 percent of the faculty will be selected through the regular voluntary transfer process.

RESTRICTIONS

No more than 20 percent of the teachers from any one department or grade level may be selected from a sending school.

No more than 15 percent of the teachers may be selected from any one campus unless they are declared excess on the sending campus.

The Human Resources Department reserves the right to adjust the percentages shown above. In order to assure continuity, all assignments are subject to approval.

For voluntary transfers, principals may not solicit employees to add their names to the transfer list. Principals may not contact employees who are not on the transfer list.

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STAFF SELECTION

Assistant principal and paraprofessional staff assignments will be made in the normal manner.

Recommendations for coaching assignments will be made to the principal by the Executive Director of Athletics and Assistant Superintendent for Curriculum and Instruction.

Gifted/Talented and Career and Technology department personnel are subject to approval of the principal or assignment by the Superintendent or designee.

Auxiliary personnel assignments will be made by the appropriate supervisor.