

PERSONNELRecruitment, Selection, Promotion & Evaluation

## Employee Assignments, Transfer &amp; Promotion

*PURPOSE:*

To grant authority for employee assignments, to specify conditions of assignment, and to require advertisement of promotional opportunities.

## Certificated Employee Assignment

It shall be the policy of the Board to delegate to the Superintendent authority to assign certificated employees as may be necessary due to specific needs of the District. Any adjustments in assignments shall be made in the best interest of equal educational opportunity for all students. Reasons for such assignments include assuring separate school site or department positions for members of an immediate family. Included within this authority is responsibility to determine positions eligible for assignment, qualifications needed for reasons assigned, and the most appropriate assignment for each affected employee based upon individual qualifications. All assignments shall be confirmed by the Board.

Employees who are assigned shall be consulted with prior to any action taken and notified of decisions in a timely fashion including rationale, specification of responsibilities, designation of supervisory personnel and subordinates, and reporting date and duty times.

## Classified Employee Assignment

## 1. Notices of Employment

Any person employed in a classified position will receive a notice of employment from the Human Resources Department at the time of employment.

## 2. Authorization to Start Work

Under no circumstances is a person empowered to begin work in any classified position until authorized to do so by the Superintendent, nor until a notice of employment has been authorized and until all necessary data such as application, loyalty oath, tax withholding form, tuberculosis report, fingerprinting report, etc., have been filed in the District Human Resources Department.

## 3. Working Out of Classification

- a. In the event an employee is assigned more than five (5) working days within a fifteen (15) calendar day period in a higher classification, the salary shall be adjusted to the nearest step of the higher classification, which would result in at least a 5% salary increase. This increase shall be for the entire period the employee is required to work out of classification.

- b. Custodians assigned to summer maintenance helper positions shall not be decreased in pay. The position of Maintenance Helper is established at 5% above the custodian range.

#### Transfer

The Superintendent shall assign or reassign all personnel on the basis of Staffing needs, qualifications, and seniority.

Employees being transferred or reclassified to a position having a higher salary range shall be placed upon such step of the new range as to receive the next higher monthly salary than that formerly received. In the event of transfer or reclassification of a position having a lower salary range, the employee's salary will be adjusted according to the salary range assigned to the new position with no experience credit loss due to the reassignment.

#### Promotion

When recruiting for a promotional vacancy, the Human Resources Department shall make the vacancy known to all personnel in the District. Experience within and outside the District, training, certification, proven and potential ability shall be considered in making promotions.

Policy adopted: 3/14/07