

Cache County School District

Policy Series 5000: Personnel

Policy No. 5220

Reassignments

All reassignments will be defined as changes in teaching assignments within a school and shall occur before positions are declared open for transfers and hiring.

I. Voluntary Reassignments

- A. Notice of open assignments shall be given to building staff as soon as possible.
- B. Where feasible, voluntary reassignment requests shall be acted upon before new employees are given an assignment.
- C. In the determination of requests for reassignment, the convenience and wishes of the individual employee shall be honored to the extent that they do not conflict with the instructional requirements and best interests of the school. If more than one employee has expressed interest for the same position, the one best qualified for that position shall be appointed, and qualifications being equal, seniority in the School District shall control (as Defined in VII above).

II. Involuntary Reassignments

- A. When in the best interest of the school it becomes necessary to reassign an individual, a reassignment shall be made only after a meeting between the employee involved and the principal, at which time the employee shall be notified of the reasons for the reassignment.
- B. At all levels of consideration of reassignment, an employee may, at his option, have a witness or consultant in attendance.

Legal References:

Synopsis:

Approved by the Board of Education: August 1, 1975. Last Revised: October 1, 2005. Prior Revised Dates: 8/1/1983; 05/01/1984, 01/01/1987, 07/01/1988, 06/01/1989, 06/01/1995, 06/01/1996, 05/01/1998, 10/01/2000