

PERSONNEL

Employment Assignment Notice

Employees will be notified of their anticipated employment assignment prior to the beginning of each new school year, and upon reassignment, promotion, demotion, or other change in assignment during the school year. The purpose of these notices is to communicate the employee's assignment and to determine staffing for each worksite. The School Division reserves the right to change employment assignments to meet the needs of the School Division. An Employment Assignment Notice or an employee's response to such notice shall not constitute a contract, guarantee, or agreement for continued employment.

A. Employment Assignment Notice

The School Division shall use the Employment Assignment Notice to communicate employment assignments under this regulation. The Employment Assignment Notice may be issued in two circumstances:

1. Annually – Prior to the beginning of each new school year, an Employment Assignment Notice is issued to employees in allocated positions. The notice identifies the employee's anticipated assignment for the upcoming school year.
 - a. Employees are requested to indicate their intent to accept or decline the anticipated assignment by the date specified on the notification to assist the School Division in planning and meeting staffing needs.
 - b. Failure to respond to an Employment Assignment Notice shall not constitute a resignation or termination of employment.
 - c. Employees who respond to an Employment Assignment Notice retain the right to apply for other positions within the School Division or to resign or retire, in accordance with applicable policies and procedures.

2. Change in Assignment – Upon reassignment, promotion, demotion, or other change in assignment during the school year, an Employment Assignment Notice may be issued to the employee identifying the employee's new assignment.

Adopted by Superintendent: June 4, 2026