

SUPPORT STAFF ASSIGNMENTS AND TRANSFERS

The District embraces the philosophy that staff assignments and transfers may be effective methods to enhance the strength of the District and the professional growth of the employee. Every effort will be made to assign District staff to areas of the greatest need for the benefit of the students. The District will accept requests for transfer from employees, but will only honor these requests when it is in the District's best interest and the educational program to do so.

Assignments

The Board directs the superintendent to assess the District's staffing needs annually and to assign support staff as necessary to meet those needs. Although the superintendent will take the employee's expressed preference into consideration, the ultimate decision will be based on the District's needs. The superintendent may reassign support staff members to different positions or building at any time, including in the middle of the school year.

Transfers

Support staff may request a transfer to a different position or building by submitting the appropriate form to the superintendent or designee. Transfer requests by the following school year must be submitted on or before March 1. Transfers in the middle of the year are discouraged and will be considered only for extraordinary circumstances. Support staff requesting a transfer in the middle of the year must submit the appropriate form and discuss the request with both the employee's immediate supervisor and the superintendent or designee. Although the superintendent will take the employee's expressed preference into consideration, the ultimate decision will be based on the District's needs.

Definitions:

Assignment: Placement in a particular position or building.

Transfer: Reassignment at the request of the support staff not covered by JR.

Support Personnel: Any employee whose pay is determined on an hourly basis and whose position is subject to the Fair Labor Standards Act.

Adopted: June 10, 1997

Revised: April 24, 2001
March 11, 2003
June 22, 2010

Cross Refs: FC, School Closing, Consolidations and Reorganizations