

NEW POLICY

RECOMMENDATION BY
POLICY DEVELOPMENT GROUP ON 09/14/17
GOVERNING BOARD REVIEWED – NO FURTHER CHANGES 10/5/17
POLICY DEVELOPMENT GROUP REVIEWED 10/19/17
GOVERNING BOARD REVIEW (ACTION) 11/14/17

G-8250 © GDJ

SUPPORT STAFF ASSIGNMENTS AND TRANSFERS

Assignments

The Superintendent **or Superintendent's designee** will determine all support staff assignments. Such assignments shall be based on the needs of the District.

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Transfers

The transfer of support staff members will be based on the needs of the District. Assignments may be changed to serve the best interests of the District.

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Staff members may apply for transfer or reassignment, whether or not a vacancy exists. It shall be the policy of the Board that personnel be assigned on the basis of their qualifications, the needs of the District, and their expressed desires. When it is not possible to meet all three (3) conditions, personnel shall be assigned first in accordance with the needs of the District, second where the Superintendent determines the employee is most qualified to serve, and third as to expressed preference of the employees.

The Superintendent **or Superintendent's designee** shall have the responsibility for the assignment of all personnel throughout the District.

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The resolution of any conflicts over the need for a transfer shall be based on what is best for the instructional program, the needs of the students, and the overall needs of the District as defined by the Superintendent.

The above applies to transfers within the same job classification and pay grade. Reassignment of an employee to a position of greater or lesser pay requires Board approval.

Adopted: