

ASSIGNMENT AND SCHEDULES

DK
(LOCAL)

**Superintendent's
Authority**

All personnel are employed subject to assignment and reassignment by the Superintendent or designee when the Superintendent determines that the assignment or reassignment is in the best interest of the District. Reassignment shall be defined as a transfer to another position, department, or facility that does not necessitate a change in the employment contract of a contract employee. Any change in an employee's contract shall be in accordance with policy DC.

Any employee may request reassignment within the District to another position for which he or she is qualified.

Teachers may request transfers from one school to another at any time vacancies occur in the system, but they must have the approval and recommendation of both principals concerned in order to be eligible.

**Campus
Assignments**

The principal's criteria for approval of campus assignments and reassignments shall be consistent with District policy regarding equal opportunity employment and with staffing patterns approved in the District and campus plans. [See BQ series] In exercising their authority to approve assignments and reassignments, principals shall work cooperatively with the central office staff to ensure the efficient operation of the District as a whole.

Supplemental Duties

Noncontractual supplemental duties for which supplemental pay is received may be discontinued by either party at any time. An employee who wishes to relinquish a paid supplemental duty may do so by notifying the Superintendent or designee in writing. Paid supplemental duties are not part of the District's contractual obligation to the employee, and an employee shall hold no expectation of continuing assignment to any paid supplemental duty.

Work Schedules

Teachers and instructional aides shall report at their required scheduled times. The immediate supervisor may request the staff to report earlier and/or later based on special needs.

All professional personnel other than classroom teachers shall report for duty at 8:00 a.m. and shall remain on duty until 4:30 p.m.

Professional noninstructional personnel and secretaries at school buildings shall work from 8:00 a.m. to 4:00 p.m.

**Modified Duty for
Employees on
Workers'
Compensation**

Supervisors shall attempt to make short-term modified duty assignments for an employee who has been released by his or her physician to return to work from workers' compensation with limitation or disability.

The purpose of this policy is to allow employees to return to work in a limited/modified capacity until fully recovered and to lower workers' compensation costs.

The following shall apply:

1. Only an employee whose job has not been filled shall be eligible for limited/modified duty.
2. The supervisors shall attempt to identify suitable work within the department/school. Since this assignment is of a temporary nature, the employee shall remain in his or her current position.
3. The supervisor shall analyze the specific job restrictions and shall attempt to accommodate the restrictions on a temporary basis, normally not to exceed 90 days. If the restrictions exceed 90 days, then the continued availability of the modified duty assignment shall be up to the supervisor.
4. Should the supervisor not be able to accommodate limited duty, the supervisor shall contact the risk manager to establish if any other limited/modified duty is available. The originating department/school shall be responsible for the employee's salary.
5. During the period of limited duty, the employee shall follow all District policies and procedures.
6. The employee shall make arrangements with the payroll office to pay for his or her health insurance premiums.