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**Note:** This local policy has been revised in accordance with the District's [innovation plan](#).<sup>1</sup>

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**Assignment**

All personnel are subject to assignment and reassignment by the Superintendent or designee.

At the time of the transfer, the employee's pay grade, base rate of pay, and number of duty days shall be adjusted to reflect the position occupied. Written notification of the transfer to the new position shall be provided to the employee.

**Campus Assignments**

The principal's criteria for approval of campus appointments 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 appointments and reassignments, principals shall work cooperatively with the central office staff to ensure the efficient operation of the District as a whole.

The Superintendent shall have the authority to approve a request by the principal for an individual with experience in a career and technical education (CTE) field, technology applications, or languages other than English courses to teach a course related to that field. [See DBA]

An employee's dismissal or nonrenewal may be the subject of a grievance under this policy only if the District does not otherwise provide for a review of the matter.

**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.

**Supervision of Relatives**

No person employed by the District shall be assigned to a location where the employee is in direct line of supervision of a member of his or her own family. For purposes of this policy, "family" shall be defined in terms of:

Blood Relationship

Consanguinity or blood relationship as:

- First degree: Parent or child.
- Second degree: Sister, brother, grandparent, or grandchild.

ASSIGNMENT AND SCHEDULES

DK  
(LOCAL)

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| Relation by<br>Marriage | <ul style="list-style-type: none"><li>• Third degree: Aunt, uncle, niece, nephew, great-grandparent, or great-grandchild.</li></ul> <p>Affinity or relation by marriage:</p> <ul style="list-style-type: none"><li>• First degree: Spouse, parent, or child.</li><li>• Second degree: Sister, brother, grandparent, or grandchild.</li></ul> |
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Employees who become related by marriage and whose current assignment places them in a direct line of supervision shall report the new circumstances to the appropriate administrator as soon as possible. The reassignment of one of the employees affected shall be made with the least possible disruption to the instructional program.

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<sup>1</sup> Innovation Plan:  
[https://www.austinisd.org/sites/default/files/dept/ina/Austin\\_ISD\\_District\\_of\\_Innovation\\_Plan.pdf](https://www.austinisd.org/sites/default/files/dept/ina/Austin_ISD_District_of_Innovation_Plan.pdf)