Note: This local policy has been revised in accordance with the District’s innovation plan.¹

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.

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.

When a new campus is opened that duplicates the same grades taught on another campus, the existing faculty and staff shall be assigned at the discretion of the Superintendent and campus administration.

Administrative assignment shall be at the discretion of the Superintendent.

The Superintendent shall have the authority, in accordance with the District’s innovation plan and administrative regulations, to approve a written request from a campus principal to assign an individual with an out-of-state certification or an individual with professional or vocational experience in a hard-to-fill area to teach a grade level or subject/course, or to assign a certified individual to teach a grade, course, or subject outside of the individual’s certification. The principal’s request must state the reason for the requested assignment. [See DBA]

Campus Assignments

Relation to Supervisor

No person shall be employed for a position in the District that would result in the employee being directly supervised by a person related by blood (consanguinity) within the third degree, or by marriage (affinity) within the second degree.
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 Calendars and Schedules

Subject to the Board-adopted budget and compensation plan and in harmony with employment contracts, the Superintendent shall determine required work calendars for all employees. [See DC, EB]

Daily time schedules for all employees shall be determined by the Superintendent or designee.

1 Innovation Plan: https://www.ltisdschools.org/domain/862