
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.

Assignment of Relatives

Effective with all assignments made after April 14, 2015, no employee shall be assigned to a position on the same campus or within the same administrative unit where the employee is in the direct line of supervision of a person related by blood (consanguinity) within the third degree or by marriage (affinity) within the second degree, as described in DBE(EXHIBIT).

Definitions

"Supervision" includes directing the employee's day-to-day work or evaluating an employee's performance.

Obligation to Report

Employees who become related by marriage and whose current assignment places them in a direct line of supervision with each other shall report the new familial relationship to the District personnel office within 30 calendar days.

Reassignment

Should two employees become related, one of the affected employees shall be reassigned to another campus or department prior to the next school year or within 12 months, whichever is sooner, in a manner that causes the least disruption to the instructional program. Until a reassignment is made, any performance evaluations shall be conducted by an appraiser who is not a relative of the employee.

Exception

This prohibition regarding the assignment of relatives does not apply to appointment or employment of a substitute teacher hired to fill in for a full-time employee on a temporary basis.

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.

In accordance with the District's local innovation plan exemption regarding SBEC certification [see DBA], the Superintendent shall have the authority to approve a request by the principal for a qualified individual with experience in a career and technical education (CTE) field to teach a CTE course. All other teaching assignments shall require certification in accordance with state law. [See DBA]

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 and principals.

¹ Innovation Plan: <https://www.killeenisd.org/doi>