

ASSIGNMENT AND SCHEDULES

DK
(LOCAL)

ASSIGNMENT

All personnel are employed subject to assignment and reassignment by the Superintendent at any time. The Superintendent shall inform the Board prior to any change in administrative assignment and/or reassignment. Assignment and reassignment of other personnel shall be made by the Superintendent, based on available budgeted positions. An appeals process shall be made accessible to all employees. [See DGBA(LOCAL)]

Whenever possible, without violating contract obligations or policy provisions, the principal or department head shall have input in the selection and placement of personnel. Assignments shall be made to budgeted/approved positions only. If a vacancy exists for which an employee returning from leave is qualified, the employee shall have priority in being assigned to the vacant position on the campus/department where last assigned.

Special or unusual circumstances may exist that, in the opinion of the Superintendent, necessitate or warrant reassignment of employees in the best interest of the District. After due consideration of such circumstances, the Superintendent or designee shall make the assignment and/or reassignment of employees and shall take such other action as, in the opinion of the Superintendent, is deemed necessary or appropriate.

WITHIN SAME
CAMPUS OR
DEPARTMENT

The campus principal/department head shall be responsible for the assignment and reassignment of each employee to the specific grade, subject areas, or position for which the employee is qualified in his or her area of certification within the campus or department. Requests from employees for changes in assignment at the campus/department shall be submitted in writing to the principal/department head.

Changes in assignments for the ensuing school year shall be made known to the employee as soon as possible, but not later than the last teacher contract day of the current school year. If a change in assignment is made later than the last teacher contract day of the current school year, the principal/designee shall notify the employee within ten business days of the decision. A written notice of reassignment, if requested, shall include an educationally sound rationale. A conference regarding the reassignment shall be held between the principal/designee and the employee, when requested by either the employee or the principal/designee.

HUSBAND AND
WIFE AT SAME
CAMPUS

A husband and wife shall not be assigned to the same school unless an exception is authorized by the Superintendent.

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TO ANOTHER
CAMPUS OR
DEPARTMENT

Certified employees electing to seek assignments to other campuses, positions, locations, and the like shall submit a request in writing to the human resources department. Food service and plant service employees shall submit written requests to the appropriate executive director. The human resources department shall coordinate the reassignment of personnel with the campus principal or department head. Reassignment shall not be made during the ongoing school year, except in unusual or exceptional circumstances.

Shifts in student population and/or budgetary necessity may cause decreases/reductions in personnel allocations on a campus or department. The human resources department shall be responsible for determining the individuals who will be reassigned.

For teachers, the determination will be based collectively on the following criteria:

1. Volunteering by the employee.
2. Certification requirements of the campus assignment.
3. Length of continuous service in the District. If two or more teachers have the same length of continuous service, the decision shall be based on the dates the employment agreements were signed.
4. The ability of the campus/department to maintain a representative diversity among the full-time teaching staff.
5. Combination of teaching and extra duty assignments that are considered single positions.

For paraprofessionals, the determination shall be based collectively on the following criteria:

1. Volunteering by the employee.
2. Current job assignment and/or required training/skills associated with the assignment.
3. Length of continuous service in the District. If two or more paraprofessionals have the same length of continuous service, the decision shall be based on the dates the employment agreements were signed.

The following provisions shall apply to personnel who are reassigned as a result of a shift in student population and/or budgetary reductions that result in a reduction in personnel units on a campus or department:

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1. The employee shall have high priority in his or her request for reassignment to the school from which he or she was transferred. The employee shall not be reassigned the following year unless he or she requests such a transfer.
2. A teacher transferred for whom an emergency teaching permit is required shall be reassigned to a position not requiring such a permit the following year unless the teacher desires to pursue the preparation stipulated in the permit regulations.
3. If a teacher must be reassigned after August 1 and he or she refuses to accept the reassignment and the avenues of appeals are exhausted, the teacher may resign from the District without prejudice although the established date for such resignation has passed.

EMPLOYEE WORK
YEAR

Full-time District employees shall render service in accordance with the following provisions:

1. Beginning and ending working dates for each employee category shall be designated in the official salary schedules.
2. Leave such as for personal illness, illness in the family, death in the family, and personal business shall be considered as leave with pay, as stipulated in DEC(LOCAL).
3. Holiday schedules for various employment periods shall be issued by the Superintendent.
4. A pay rate for each employee's workday shall be calculated from the annual pay scale. [See DEA(LOCAL)]
5. Unless approved by the Superintendent and in emergency situations, employees shall work only the total number of days provided in the funding source for the position.

In cases of emergency or when schools must close, the Superintendent shall be authorized to modify the above provisions within the constraints of the law.

EMPLOYEE WORK
SCHEDULES

Teachers shall be on duty seven and one-half hours each day, between 7:15 a.m. and 4:30 p.m., as determined by the school principal. A principal may require teachers to be on duty more than seven and one-half hours for in-service training and/or staff meetings with at least five working days' notice to the teachers, unless urgent circumstances arise that demand immediate attention. A principal may require teachers to meet outside the regular school day as long as the additional time does not exceed a total of 180 minutes within a four-week period and no single meeting or training exceeds 90 minutes in length.

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Paraprofessional and auxiliary/classified personnel, with the exception of transportation and department of safety personnel, shall be on duty seven and one-half or eight hours each day, between 7:00 a.m. and 4:30 p.m., as determined by their individual job assignments and by the school principal or department head.

All other professional instructional and support personnel shall be on duty a minimum of eight hours each day, between 7:00 a.m. and 4:30 p.m. or longer if necessary to accomplish their individual jobs in a satisfactory and professional manner, as determined by the school principal.