

**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 DC(LOCAL). Any reassignment of a contractual employee involving a change in pay shall require Board approval.

Requested
Reassignment

Any employee may request reassignment within the District to another position for which he or she is qualified. Generally, requests for reassignment shall be discussed with the principal or immediate supervisor and then submitted in writing to the Superintendent for consideration.

**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.

**Assignment of
Related Employees**

To avoid conflicts that might arise when spouses or other relatives work on the same campus or in the same District department, the District reserves the right to restrict such employment.

An employee shall not be assigned to a position having a direct line of supervision, or the responsibility for the appraisal, of any relative as defined below. In addition, efforts shall be made to avoid assigning an employee to the same campus or to the same central office department where a relative has been assigned. Any employee who is related to other District employee shall be subject to reassignment for any reason applicable to other employees, as well as for special problems that may be associated with a familial relationship to another employee.

For the purposes of assignments, "relative" shall be defined as:

1. Spouse;
2. Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands *in loco parentis*;
3. Parent, stepparent, parent-in-law, or other individual who stands *in loco parentis* to the employee;
4. Sibling, stepsibling, and sibling-in-law;

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5. Grandparent and grandchild;
6. Aunt, uncle, and first cousin; and
7. Any person who may be residing in the employee's household at the time of employment.

Supplemental Duties The Superintendent or designee may assign supplemental duties to exempt personnel, as needed. The employee shall be compensated for these assignments according to the supplemental duty pay schedule established by the Superintendent or designee, which is separate and apart from the normal salary paid to exempt employees for their regular job duties. These assignments may be discontinued at any time for any reason or no reason, by either party, and are not part of any employment contract. The assignment of these duties shall not create any expectation of continued assignment to that same duty or any other 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.