
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. In decisions relating to reassignment, the District prohibits discrimination against any individual on the basis of race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law.

Any employee may be considered for an open position for which he or she is qualified within the District by completing an application for that position.

Campus Assignments

The principal's criteria for 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 make assignment and reassignment decisions, 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 specialized experience or qualifications in a particular field or area to teach a course in accordance with the District's innovation plan. [See DBA and EHDD]

Assignment and Supervision

For purposes of this policy, immediate family shall include those related by consanguinity (blood) within the third degree or by affinity (marriage) within the second degree. Under this policy, an adopted child shall be treated as the natural child of the adoptive parent.

The District shall not assign any employee to a position in which the employee directly supervises a member of his or her immediate family. Similarly, an employee shall not be assigned to a position where the employee would be directly supervised by another individual who is a member of the employee's immediate family.

Although assignment of immediate family members to the same campus or department shall not be strictly prohibited where neither employee has supervisory responsibility over the other, the District shall consider familial relationships as a factor when making as-

ASSIGNMENT AND SCHEDULES

DK
(LOCAL)

signment and reassignment decisions. Additionally, the District shall take appropriate personnel action such as discipline, reassignment, or discharge if the simultaneous assignment of immediate family members at a campus or other work location creates a disruption.

Exception

The District shall make an exception to this prohibition for the temporary assignment or reassignment of an employee to a position in order to fill a critical need for the District. However, the Superintendent's prior approval shall be required for an assignment or reassignment of this nature.

Subsequently
Formed
Relationships

An employee who becomes an immediate family member of his or her supervisor shall immediately seek transfer to another position for which he or she is qualified in the District. If transfer to another position has not occurred by the beginning of the next academic year, the District shall reassign one of the related employees to another position. If reassignment is not practical, employment for one of the related employees may be terminated.

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.hpisd.org/apps/pages/index.jsp?uREC_ID=924382&type=d&pREC_ID=1292370