
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.

DISTRICT GUIDELINES
FOR SUPERVISION OF
RELATIVES

A person in a supervisory position shall avoid all appearances of impropriety and shall not directly or indirectly supervise a relative. For purposes of this policy, a relative shall be defined as described in the nepotism statute. [See DBE(LEGAL) and (EXHIBIT)]

An employee, whether newly hired or considered for a reassignment, shall not be assigned by the District in any full-time, part-time, or temporary position when the employee would directly or indirectly be supervised by, or be supervisory to, a current District employee who is related to the applicant.

Direct or indirect supervision exists when the employee would, under an existing policy or procedure, be required to approve an employment action or would have authority over terms or conditions of employment of the relative.

When a person in a supervisory position who would directly or indirectly be supervised by, or be supervisory to, a relative, one of the parties shall be transferred to another position within the District for which he or she is qualified as soon as such a position is available.

Failure to disclose a relative to the degrees listed in the nepotism statute may result in disciplinary action, up to and including termination.

MEMBERS OF THE
IMMEDIATE FAMILY
AND HOUSEHOLD

No employee shall initiate or participate in, directly or indirectly, decisions involving a direct benefit to members of his or her immediate family or household. Household shall include individuals regularly sharing the employee's residence.

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

ASSIGNMENT AND SCHEDULES

DK
(LOCAL)

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 innovation plan and applicable administrative regulations, the Superintendent shall have the authority to approve the assignment of a non-certified educator to teach a subject or course. [See also DBA]

SUPPLEMENTAL
DUTIES RESULTING IN
STIPENDS

Noncontractual supplemental duties for which a stipend 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. [See also DEAA]

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: <http://www.fortbendisd.com/innovation>