

ASSIGNMENT AND SCHEDULES

DK  
(LOCAL)

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.

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.

SUPERVISION OF  
EMPLOYEES BY  
FAMILY MEMBERS

Principals and supervisors may hire and/or retain employees at the same school or work location who are related within the first, second, or third degree of consanguinity or affinity. Notwithstanding this provision, principals and supervisors are subject to the prohibition against employees reporting directly or indirectly to their own relatives, as described in this policy. [See also DBE(LEGAL), on NEPOTISM]

An employee shall not be assigned to work in a school, building, or department where the employee reports directly or indirectly to an administrator to whom the employee is related within the second degree by blood or marriage.

If such situations develop as a result of marriage, administrative transfer due to reorganization, or similar circumstance, both of the employees involved shall bring it immediately to the attention of the appropriate administrator for resolution.

ADMINISTRATIVE  
TRANSFERS

A person assigned to an administrative position shall not be eligible for promotion or transfer from that position until completion of one year of employment unless transfer is approved by the Superintendent.

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 obliga-

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tion to the employee and an employee shall hold no expectation of continuing assignment to any paid supplemental duty.

WORK SCHEDULES

The work week and daily time schedules shall be determined by the Superintendent or designee and principals.

TRANSITIONAL DUTY PROGRAM

A limited or transitional duty program shall be provided, in accordance with administrative regulations, for employees who have an occupational injury or occupational illness and are temporarily unable to return to full regular duty status. The light-duty assignment shall be temporary and, if rejected by the employee, shall result in a reduction of workers' compensation wage benefits. [See CRE(LEGAL)]

TEMPORARY ASSIGNMENT OF AN EMPLOYEE SUSPENDED WITH PAY

The Superintendent or designee may temporarily reassign an employee who has been suspended with pay from his or her regular duties when the Superintendent or designee determines it is in the best interest of the District. [See DFBA and DFCA(LEGAL)]