

---

**Note:** This local policy has been revised in accordance with the District's [innovation plan](#).<sup>1</sup>

---

**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. All administrative reassignments shall be submitted to the Board for review.

Any employee may request reassignment within the District to another position for which he or she is qualified.

**Supervising Relatives**

A District employee with supervisory responsibilities shall not supervise persons who are related to the supervisor within the first degree by blood or marriage.

**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.

In accordance with the District's local innovation plan exemption regarding SBEC certification [see DBA], the Superintendent shall have the authority to approve a request by the principal for a qualified individual with experience in a career and technical education (CTE) field to teach a CTE course. All other teaching assignments shall require certification in accordance with state law. [See DBA]

**Assignment of Relatives**

Insofar as possible, District employees who are related to one another shall be assigned to different schools.

In the event that related employees are assigned to the same campus and one is promoted, both employees may continue in assignments at the same location; however, the relative who was not promoted shall not be eligible for a promotion unless he or she moves to a different campus.

**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

ASSIGNMENT AND SCHEDULES

DK  
(LOCAL)

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.

---

<sup>1</sup> Innovation Plan: <https://www1.pasadenaisd.org/>