
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 any transfer, including demotion, 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.

Teacher Request

A teacher who has served a minimum of three years in the current assignment may make written application to the personnel office for a transfer to another program/campus within the District. As required by law, the receiving principal shall have final authority to approve the transfer, unless extenuating circumstances exist. [See DK(LEGAL)]

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, the District may assign locally certified professionals to teach career and technical education (CTE) courses, dual credit courses, and courses in languages other than English (LOTE).

The District shall provide notice to parents regarding such assignments, as required by law.

All other teaching assignments shall require certification in accordance with state law. [See DBA]

Excess Teacher Units

Before a teacher is declared an excess unit (surplus) by the principal, consideration shall be given to the following factors:

1. The teacher's longevity:
 - a. In the current assignment.

- b. On the campus.
 - c. In the District.
 - d. In the profession.
2. Other duties for which the teacher is responsible, such as lead teacher, student council sponsor, coach, and the like.
 3. The number of times the teacher has been designated as a surplus unit in previous years.
 4. The teacher's employment status, i.e., type of contract.
 5. The teacher's certification status, i.e., type of certification.
 6. The teacher's performance in the two school years prior to being considered for designation as a surplus unit.

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.lubbockisd.org/Domain/4175>