



# UNITED INDEPENDENT SCHOOL DISTRICT AGENDA ACTION ITEM

**TOPIC:** Second Reading of Policy DK (LOCAL): Assignments and Schedules

**SUBMITTED BY:** Gloria S. Rendon **OF** Asst. to the Superintendent

**APPROVED FOR TRANSMITTAL TO SCHOOL BOARD:** July 20, 2011

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve Second Reading of Policy DK (LOCAL): Assignments and Schedules

**RATIONALE:**

**BUDGETARY INFORMATION:**

**BOARD POLICY REFERENCE AND COMPLIANCE:**

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.

Assignment and transfer of professional staff members to positions in various District schools, divisions, or departments shall be a joint effort by administrators and shall be consistent with District-approved personnel actions. [See BQ series and DK(LEGAL)]

When possible, without violating contract obligations or policy provisions, the principal or department supervisor shall have input into the selection and placement of personnel. Assignments shall be made to budgeted or approved positions only. If a vacancy exists for which an employee returning from leave is qualified, the employee returning shall have priority in being assigned to the vacancy on the campus or department where last assigned.

REASSIGNMENT  
WITHIN CAMPUS OR  
DEPARTMENT

The campus principal or department supervisor shall be responsible for the assignment and reassignment of all personnel to the specific grade, subject area, or position for which the employee is qualified in his or her area of certification or skill level within the campus or department. Requests from employees for changes in assignment at the campus or department shall be submitted in writing to the principal or department supervisor.

TRANSFER

The primary reason for transfers shall be for improvement of the District's instructional programs. Generally, an employee shall be considered eligible for transfer only after he or she has been assigned to a campus for three or more years; however, the Superintendent may approve an employee transfer request sooner if it is made on the basis of an extreme hardship. For purposes of this policy, extreme hardship may include, but not be limited to, physical or personal circumstances that necessitate transfer to another campus.

The Superintendent shall consider District needs and campus demographics in establishing an allowable maximum percentage of transfers per campus.

Principals shall submit recommendations to the District human resources department concerning personnel assignments at their respective schools.

ASSIGNMENT AND SCHEDULES

DK  
(LOCAL)

All personnel may request a transfer to another employment position within the District. Individuals electing to seek assignments to other campuses, positions, locations, and the like shall complete the District transfer form, which shall be submitted to the campus administrator or department supervisor and then to the human resources department. The human resources department shall coordinate the transfer with the appropriate administrator. A transfer shall not be made during the school year except in unusual or exceptional cases, as approved by the Superintendent. The Superintendent shall make the final decision on all transfer requests and shall consider the District's needs and campus demographics in establishing the maximum allowable percentage of transfers. The Superintendent shall consider the following factors in approving or declining a transfer in the following order:

1. Identified needs of District campuses, departments, special assignments, and/or staffing-management committee recommendations.
2. Analysis of the number of transfer requests.
3. Date of hire.
4. Employee certification.
5. Years of experience in the District.
6. Years of experience at the present campus.
7. Years of experience at the present grade or assignment.

During the spring semester, a designated date shall be announced, and the associate superintendent of support services shall furnish the Superintendent with a projection of estimated student enrollment for the next school year, as well as a projection of staff needs.

PROFESSIONAL /  
PARA-  
PROFESSIONAL  
REASSIGNMENT

The factors to be considered in the reassignment of professional and paraprofessional staff members shall be in the following order:

1. Identified needs of District campuses, departments, special assignments, and/or staffing-management committee recommendations.
2. Analysis of transfer volunteer requests.
3. Date of hire.
4. Employee certification.
5. Years of experience in the District.
6. Years of experience at the present campus.

ASSIGNMENT AND SCHEDULES

DK  
(LOCAL)

7. Years of experience at the present grade or assignment.

Personnel may be reassigned at anytime in the best interest of the District as determined by the Superintendent.

Shifts in student population, the opening of a new school and/or budgetary necessity may cause decreases or reductions in personnel allocations or reassignment of personnel from a campus or department. The human resources department shall be responsible for determining the individuals who shall be reassigned with the approval of the Superintendent.

PRINCIPAL'S  
APPROVAL

Procedures to be followed by the principal in approving staff assignments are:

1. Identify the campus personnel needs.
2. Notify the human resources department of campus needs.
3. Select qualified applicants from the pool of pre-screened applicants (i.e., those who have been screened and met all requirements) provided by the human resources department.
4. Schedule and conduct interviews.
5. Notify the human resources department in writing of his or her choice of applicants.

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.

TARDINESS

Employees are expected to arrive at work at the time designated by their supervisors. Unexcused or excessive tardiness may result in disciplinary action, including termination of employment.

EMPLOYEE WORK  
YEAR

Full-time employees shall render service in accordance with the following provisions:

ASSIGNMENT AND SCHEDULES

DK  
(LOCAL)

1. Beginning and ending work dates for each employee category shall be designated in the official salary notice.
2. Leave such as for personal illness, illness in the family, death in the family, and personal business shall be considered as leave with pay, as stipulated in DEC(LOCAL).
3. Holiday schedules for various employment periods shall be issued by the Superintendent.
4. A pay rate for each employee's workday shall be calculated from the annual pay scale.
5. Unless approved by the Superintendent or in emergency situations, employees shall work only the total number of days provided in the funding source for the position.

In cases of emergency, or when schools must close, the Superintendent is authorized to modify the above provisions within the constraints of the law.

EMPLOYEE WORK  
SCHEDULES

Teachers shall be on duty at least seven hours and ~~15~~ **45 minutes** each day as determined by the school principal. A principal may require additional duty time for in-service training, and/or staff meetings, and/or "parent/teacher nights" with as much notice as possible to the teachers, unless urgent circumstances arise that demand immediate attention.

Paraprofessional and auxiliary/classified personnel, with the exception of transportation and department of safety personnel, shall be on duty seven to eight hours each day, as determined by their individual job assignments and by the principal or department supervisor.

All other professional and support personnel shall be on duty a minimum of eight hours each day. Additional duty time shall be expected when necessary to accomplish individual jobs in a satisfactory and professional manner, as determined by the principal or department supervisor.

For purposes of guidance, the following minimums are suggested:

1. Employees on Administrative/Professional Scale (pay grades 1-11) — at least 40 hours per week.
2. Employees on Teacher Job Scale (teachers and nurses) — at least seven hours and **45** minutes per day.
3. Paraprofessional Employees — seven-eight hours per day, depending on position, with a weekly range of 35-40 hours.

ASSIGNMENT AND SCHEDULES

DK  
(LOCAL)

4. Auxiliary/Classified Employees — six–eight hours per day, depending on position, with a weekly range of 30–40 hours.

APPEALS

Appeals shall be made in accordance with DGBA(LOCAL).