

1 **Browning Public Schools**

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3 **Policy #5210**

4 Policy Name: Position Creation, Assignments, Reassignments, Transfers

5 Regulation: -----

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7 **Position Creation**

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9 A position is created by the recommendation of the Superintendent for action of the Board of
10 Trustees.

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12 **Change in Position**

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14 The duration or term and full-time equivalent (FTE) of an existing position may be changed by action
15 of the Board of Trustees.

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17 Any changes in the position and job description of the Superintendent of Schools will be promulgated
18 and approved by the Board of Trustees.

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20 Except for the above, all other changes in positions and related job descriptions may be made by the
21 superintendent.

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23 **Eliminating a Position**

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25 A position may be eliminated by recommendation of the Superintendent for action of the Board of
26 Trustees.

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28 A position that remains vacant for one full fiscal year, July 1-June 30, will end on July 1 of the next
29 fiscal year unless it is posted on that date.

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31 **Transfer**

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33 If the superintendent decides to fill a position by transfer including to a newly created position, the
34 superintendent will provide written notice to the employee being transferred including the effective
35 date of the transfer.

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37 Notwithstanding the above, the superintendent will comply with any requirement in an existing
38 collective bargaining agreement for posting newly created positions.

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40 The superintendent will inform the Board of Trustees, at the next regular scheduled meeting of the
41 Board, following written notice of transfer/s.

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43 **Assignment**

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45 A new employee will be assigned by the superintendent to report to a supervisor (or supervisors, if
46 more than one).

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48 The supervisor(s) will complete all other aspects of the assignment for a new employee including

1 orientation and training.
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4 The manner means starting and ending times for performing duties and responsibilities of the
5 assignment must be changed by the employee's supervisor(s).
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7 The superintendent is directed to establish and implement procedures to carry out this policy.
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9 **Cross Reference:** Policy #2112 Duties of Superintendent
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11 **Legal Reference:** § 20-3-324, MCA Powers and duties [of school district trustees]
12 § 20-4-208, MCA Transfer from administrative position
13 § 20-4-402, MCA Duties of district superintendent
14 10.55.701, ARM Board of Trustees
15 10.55.702, ARM Certification and duties of district superintendent
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18 **Policy History:**

19 Adopted on: 4/10/01

20 Revised on: 5/30/07 (Formerly #5220)
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