

1 **Browning Public Schools**

2
3 Policy #5210

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

5 Regulation: -----

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7 **Position Creation**

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

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11 **Change in Position**

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

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

17
18 Except for the above, all other changes in positions and related job descriptions may be made by
19 the superintendent.

20
21 **Eliminating a Position**

22 A position may be eliminated by recommendation of the Superintendent for action of the Board
23 of Trustees.

24
25 A position that remains vacant for one full fiscal year, July 1-June 30, will end on July 1 of the
26 next fiscal year unless it is posted on that date.

27
28 **Transfer**

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

32
33 Notwithstanding the above, the superintendent will comply with any requirement in an existing
34 collective bargaining agreement for posting newly created positions.

35
36 The superintendent will inform the Board of Trustees, at the next regular scheduled meeting of
37 the Board, following written notice of transfer/s.

38
39 **Assignment**

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

42
43 The supervisor(s) will complete all other aspects of the assignment for a new employee
44 including orientation and training.

45 The manner, means, starting and ending times for performing duties and responsibilities of the

1 assignment must be changed by the employee's supervisor(s).

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3 The superintendent is directed to establish and implement procedures to carry out this policy.

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5 **Cross Reference:** Policy #2112 Duties of Superintendent

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7 **Legal Reference:** § 20-3-324, MCA Powers and duties [of school district trustees]

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§ 20-4-208, MCA Transfer from administrative position

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§ 20-4-402, MCA Duties of district superintendent

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10.55.701, ARM Board of Trustees

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10.55.702, ARM Certification and duties of district superintendent

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14 **Policy History:**

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Adopted on: 4/10/01

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

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