

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 Trustees.
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11 **Change in Position**
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13 The duration or term and full-time equivalent (FTE) of an existing position may be changed by action of
14 the Board of Trustees.

15 Any changes in the position and job description of the Superintendent of Schools will be promulgated
16 and approved by the Board of Trustees.
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19 Except for the above, all other changes in positions and related job descriptions may be made by the
20 superintendent.
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22 **Eliminating a Position**
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24 A position may be eliminated by recommendation of the Superintendent for action of the Board of
25 Trustees.
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27 A position that remains vacant for one full fiscal year, July 1-June 30, will end on July 1 of the next fiscal
28 year unless it is posted on that date.
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30 **Transfer**
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32 If the superintendent decides to fill a position by transfer including to a newly created position, the
33 superintendent will provide written notice to the employee being transferred including the effective date
34 of the transfer.
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36 Notwithstanding the above, the superintendent will comply with any requirement in an existing collective
37 bargaining agreement for posting newly created positions.
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39 **The superintendent will inform the Board of Trustees, at the next regular scheduled meeting of the Board,**
40 **following written notice of transfer/s.**
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42 **Assignment**
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44 A new employee will be assigned by the superintendent to report to a supervisor (or supervisors, if more
45 than one).
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47 The supervisor(s) will complete all other aspects of the assignment for a new employee including
48 orientation and training.

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The manner means starting and ending times for performing duties and responsibilities of the assignment must be changed by the employee's supervisor(s).

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

Cross Reference: Policy #2112 Duties of Superintendent

Legal Reference: § 20-3-324, MCA Powers and duties [of school district trustees]
§ 20-4-208, MCA Transfer from administrative position
§ 20-4-402, MCA Duties of district superintendent
10.55.701, ARM Board of Trustees
10.55.702, ARM Certification and duties of district superintendent

Policy History:
Adopted on: 4/10/01
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