

ASSIGNMENT AND SCHEDULES

DK  
(LOCAL)

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**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.

Any employee may request reassignment within the District to another position for which he or she is qualified. Campus assignments shall be made with the approval of the principal, as required by law.

**CAMPUS ASSIGNMENTS** The principal's criteria for approval of campus appointments 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 appointments and reassignments, principals shall work cooperatively with the central office staff to ensure the efficient operation of the District as a whole.

**REASSIGNMENT BY REQUEST** All District personnel have the privilege of requesting a change of assignment from one building or department to another.

All requests for reassignments are subject to the approval of the Superintendent or designee.

**WORK CALENDAR AND SCHEDULES** ~~The Board shall determine required work calendars for all contractual employees. [See DC] Subject to Board review, the Superintendent shall define days of service for noncontractual employees.~~ **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.
LENGTH OF WORKDAY	The length of the workday is directly related to the job to which assigned.  Regulations shall outline specifically the length of the workday for each classification of employee of the District. All employees shall be informed of these regulations.
HOURLY EMPLOYEE SCHEDULES	All District employees paid on an hourly wage rate shall conform to the calendar controlling the operation for which the service is performed.
SUPPLEMENTAL DUTIES	The Superintendent or designee may assign supplemental duties to personnel exempt under the Fair Labor Standards Act, as needed. These noncontractual duties may be discontinued at any time for any reason or no reason by either party and must be placed in writing. The assignment of these duties shall not create any expectation of continued assignment to that same duty or any other duty. The employee shall be compensated for these assignments according to the supplemental duty payment schedule system established by the Board.

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