

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 the
14 Board of Trustees.

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16 Any changes in the position and job description of the Superintendent of Schools will be promulgated and
17 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 Trustees.

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

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29 **Transfer**

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

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

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

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41 **Assignment**

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

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

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

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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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Reviewed: 8/26/20