

ASSIGNMENT

All personnel are employed subject to assignment and/or reassignment by the Superintendent or designee. Assignment shall be based upon the needs of the District.

ASSIGNMENT OF  
FAMILY MEMBERS

For purposes of this regulation, "immediate family" shall include:

- Spouse;
- Son or daughter, including a biological, adopted, or foster child, son or daughter in law, stepchild, legal ward, or child for who the employee stands in loco parentis;
- Parent, stepparent, parent-in-law, or other individual who stands in loco parentis to the employee;
- Sibling, step sibling, or sibling-in-law;
- Grandparent, spouse's grandparent, or grandchild;
- Aunt, uncle, niece, or nephew; or
- Any person maintaining a long-term residence in the home of a supervisor.

Immediate family members may be assigned to the same campus, building, or worksite with prior approval of the chief human resources officer.

HIRING/SUPERVISING  
FAMILY MEMBERS

No employee shall directly supervise or evaluate a member of his or her immediate family. Nor shall an employee be within two levels in the line of supervision to influence or affect employment, promotion, salary administration, or any other management or personnel transaction involving a member of his or her immediate family.

No employee shall be employed for, assigned to, reassigned to, or promoted to a position in which:

1. The employee would supervise or be supervised by a member of the person's immediate family; or
2. A member of the employee's immediate family would occupy a position in which the family member could use that position to affect the employment, promotion, salary administration, or any other related management or personnel transaction involving that employee.

No administrator or supervisor shall appoint or recommend for employment, assign, or reassign any member of his or her immediate family. Nor shall any department director, assistant department director, or supervisor use his or her position to influence another District employee to recommend for employment a member of the director's, assistant director's, or supervisor's immediate family. The failure of the administrator or

ASSIGNMENTS AND SCHEDULES

ADMINISTRATIVE REGULATION

supervisor to disclose family relationships may lead to disciplinary action.

DISCLOSURE OF  
FAMILY  
RELATIONSHIPS

An employee who is recommended for promotion, who applies for a transfer within the District, or who receives notice of an involuntary transfer or demotion must disclose to the human resources department and his or her current and prospective supervisors all family relationships with other District employees. The failure of the employee to disclose family relationships may lead to disciplinary action. (See EXHIBIT)

TRANSITION  
PERIOD

The limitations, prohibitions, and requirements of this regulation shall not apply to any person employed in the District as of July 1, 2019, and who is assigned to the same campus or department as a member of his or her immediate family. Should employees become in violation of this policy after July 1, 2019, through marriage or other events, the District reserves the right to transfer one or both employees to a different department or campus within the District.

INITIATION OF  
TRANSFERS

Transfers may be initiated by the employee, by the supervisor, or by the Superintendent or designee through the Human Resources Department.

VOLUNTARY  
TRANSFERS

All requests for transfers shall be submitted by completing an application as an internal candidate. Employees can access the EMS ISD online application system and current postings from the Human Resources link on the District website.

District personnel may submit requests for transfer at any time during the year. Any transfers considered during the academic school year will be based on district need as identified by the superintendent or designee and must be approved by the sending supervisor, receiving supervisor, and the Human Resources Department. A transfer may be contingent "upon suitable replacement." In addition, an employee on a current intervention plan will not be considered for a voluntary transfer.

HUMAN RESOURCES-  
INITIATED STAFFING  
DECISIONS

Human Resources shall retain the right to make employee assignments without respect to the 45<sup>th</sup> day timeline when it is determined to be in the best interests of the District. In addition, the Superintendent may determine employment assignment or reassignment of an employee in the interest of the District per Board Policy DK(LOCAL).

INVOLUNTARY  
TRANSFERS

SUPERVISOR  
INITIATED

Employee transfer requests initiated by a principal or District-level department head shall be made to the Chief Human Resources Officer. The request should specify the reasons for the transfer/re-

ASSIGNMENTS AND SCHEDULES

	<p>assignment and should be preceded by a conference between the supervisor and employee concerning these reasons.</p>
CHANGES IN ENROLLMENT	<p>When transfers are necessary because of a change in enrollment, the effect on the instructional program, certification needs of the school, staff/ teacher balance, and professional qualifications shall be carefully considered.</p>
CHANGES IN STAFFING ALLOCATION	<p>When transfers are necessary because of a change in department responsibilities, reduction in personnel allocations, or budgetary constraints, the efficiency and effectiveness of the department in fulfilling its purpose as well as certification needs of the campus shall be carefully considered.</p>
REASSIGNMENT OF CERTIFIED STAFF	<p>The following steps are to be applied in the order shown when reassigning certified teaching staff due to decreases in student projections:</p> <ol style="list-style-type: none"><li>I. Determine if there are teachers who desire to be transferred or reassigned. If there are no volunteers, proceed to Step II.</li><li>II. Determine the grade level and/or subject/certification needs of the affected campus that must be reduced.</li><li>III. Determine which teachers at that grade level and/or subject/certification have the least continuous district-wide years of teaching experience.</li><li>IV. The teacher with the least continuous district-wide years of teaching experience in the grade level and/or subject/certification to be reduced would be reassigned.</li></ol>
SENIORITY DETERMINATION	<p>Continuous years of teaching experience in the District will be used when determining reassignment of staff due to decreases in student projections.</p> <p>In all instances where two or more teachers have the same seniority based on uninterrupted service (when least number of years of experience will subject those teachers to transfer or reassignment), the date of the written job/contract acceptance by the teachers involved shall become the factor in the decisions as to whom shall be reassigned or transferred.</p>
AVAILABLE VACANCIES	<p>This guideline would be applied to staff as they are assigned for the current school year, even if principals have made new assignments for the upcoming school year. The final decision on all staff transfers will be made by the Superintendent or his designee.</p>

ASSIGNMENTS AND SCHEDULES

ADMINISTRATIVE REGULATION

COMMITMENT TO  
EQUAL EMPLOYMENT

In considering transfer requests, there shall be no discrimination in the filling of positions because of race, color, national origin, religion, sex, age, or disability.

RELEASE TIME

When a transfer is effective during the school year, the teacher will be granted one day between assignments for closing out and/or moving and preparing for the new assignment. The normal workday shall be spent on either or both campuses and payroll accountability for that day shall be the responsibility of the school experiencing the reduction.

PRINCIPAL TRANSFER

Should a principal transfer to another campus, the following guidelines will apply concerning his/her present staff desiring to move to available vacancies with the principal in the first year.

A principal transferring to a different campus may not consider for transfer more than one-third of the following:

- Any grade level or subject area
- Department heads
- Administrative support paraprofessionals
- Instructional support paraprofessionals
- Auxiliary staff

OPENING OF NEW  
SCHOOL

Specific guidelines will be used when opening new campuses.

All personnel are employed subject to assignment and/or reassignment by the Superintendent or designee. This assignment shall be based upon the needs of the District. These transfers must be completed by June 15<sup>th</sup> of the year in which the campus is set to open.

STAFF SELECTION

Approximately 50 percent of the faculty assigned to the new campus should be new teachers selected by the principal from the group of new hires to the District, and approximately 50 percent of the faculty will be selected through the regular voluntary transfer process.

In addition, a principal opening a new campus may not consider for transfer more than one-third of the following from the same campus:

- Any grade level or subject area
- Department heads
- Administrative support paraprofessionals
- Instructional support paraprofessionals
- Auxiliary staff

Coaching Assignments, Special Education, Gifted/Talented, Career and Technology, Fine Arts, Counseling and Librarians are

ASSIGNMENTS AND SCHEDULES

ADMINISTRATIVE REGULATION

subject to approval by their Director or designee and the hiring principal.

Auxiliary personnel assignments will be made by the appropriate supervisor.

SUPPLEMENTAL  
DUTIES

Noncontractual supplement duties for which supplemental pay is received may be discontinued by either party at any time. An employee who wishes to relinquish a paid supplemental duty may do so by notifying the Superintendent or designee in writing. Paid supplemental duties are not part of the District's contractual obligation to the employee, and an employee shall hold no expectation of continuing assignment to any paid supplemental duty.

WORK  
CALENDARS AND  
SCHEDULES

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.

Workday

From time to time the District may require personnel to attend meetings or functions that are related to their responsibilities. Employees shall be expected to attend unless excused in advance by the appropriate administrator/department head.