

Support Staff Assignment, Work Schedules, and Transfers**A. ASSIGNMENT**

Personnel will be assigned initially by the Superintendent of Schools or the Superintendent's designee, primarily by employing a person for a specific position. Employees shall possess any required license, certificate, and qualifications prior to commencing work.

B. WORK SCHEDULE

The Superintendent shall establish work schedules for the staff. These schedules shall be formulated to manifest the optimum interest of the public schools.

C. TRANSFER

Except as otherwise provided in employee agreements with the appropriate bargaining unit, the Superintendent shall have full authority to transfer or reassign personnel according to the needs of the school district within the policies of the Board of Education. Employees shall not be reduced in salary through any such transfer or reassignment except for cause, which may include the elimination of a position. Employees shall not be reassigned to positions for which they do not hold necessary certification, licensing, or qualifications.

Policy Approved: 5/27/86

Policy Revised: 12/17/01

Note, this policy combined two policies (GDI and GDJ) both of which were originally approved on 5/27/86.