

ASSIGNMENTS AND SCHEDULES

DK
ADMINISTRATIVE REGULATION

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.

For purposes of this regulation

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DK
ADMINISTRATIVE REGULATION

supervisor to disclose family relationships may lead to disciplinary action.

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)

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.

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DK
ADMINISTRATIVE REGULATION

assignment and should be preceded by a conference between the supervisor and employee concerning these reasons.

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DK
ADMINISTRATIVE REGULATION

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.

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.

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:

- o Any grade level or subject area
- o Department heads
- o Administrative support paraprofessionals
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DK

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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

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.