



Book	Policy Manual
Section	300 Employees
Title	Assignment and Transfer
Code	309
Status	First Reading
Adopted	May 11, 2023

Purpose

The assignment and transfer of professional and temporary professional employees within the district shall be in accordance with the instructional needs of the district and the negotiated agreement of the professional staff.

Authority

The Board shall approve the initial assignment of professional personnel at the time of employment.

Delegation of Responsibility

The Superintendent shall provide for a system consistent with the above and the negotiated agreement of the professional staff.

1. Whenever vacancies or temporary vacancies arise or are anticipated during the school year, they shall be posted for bid in all buildings. Whenever vacancies or temporary vacancies arise or are anticipated between the end of one school year and the beginning of the next, they shall be posted by mail to all employees.
2. Vacancies and temporary vacancies shall not be posted until and unless all suspended (laid-off) and demoted employees with proper certification shall have been recalled.
3. Posting shall occur within five (5) calendar days after the employee became aware of the existence of the vacancy. The vacancy shall be posted for at least three (3) school days.
4. Postings shall contain the minimum qualifications, skill requirements, salaries and job descriptions for the posted positions and the deadline for written applications.
5. Whenever temporary vacancies occur during the school year, they may be filled without posting.
6. Employees in the bargaining unit who wish to apply for vacant position shall submit written application to the Superintendent within five (5) school days after notice of the vacancy has been posted. Each application shall state the building, grade, and position sought.
7. The administration will interview all internal candidates. However, the administration maintains the final judgment to determine the candidate for the posted position.

Negotiated collective bargaining agreements may supersede provisions of this policy when they prescribe conditions enumerated in or affected by this policy.