

ASSIGNMENT AND
SCHEDULES

DK (R)

SUPERINTENDENT'S
AUTHORITY

All personnel are employed subject to assignment and reassignment by the Superintendent or designee when the Superintendent determines that the assignment or reassignment is in the best interest of the District. Reassignment shall be defined as a transfer to another position, department or facility that does not necessitate a change in the employment contract of a contract employee (see policy DK (LEGAL) and (LOCAL)).

DUTY SCHEDULES

The working hours of all personnel assigned to a campus shall be determined by the principal.

Teachers shall remain at their schools no less than 8 .5 hours per day (inclusive of the 30 minute duty-free lunch). Included in this time shall be a minimum of 450 minutes within each two-week period for instructional preparation including parent teacher conferences, evaluating students' homework, and planning. A planning and preparation period may not be less than 45 minutes within the instructional day. Campus principals may require teachers to attend special meetings, staff development or other activities as long as this does not interfere with granting the teachers a minimum of 450 minutes of planning and preparation time within each two-week period. Teachers shall spend such time after school as may be necessary to complete the day's work and to make suitable preparations for the next day of school. Principals may, on occasion, assign duties to teachers which shall require their presence for a reasonable length of time after the close of the school

day.

Each classroom teacher or full-time librarian is entitled to at least a 30 minute duty-free lunch period.

CAMPUS ASSIGNMENTS

Whenever possible, without violating contract obligations or policy provisions, the principal or department head shall have input in the selection and placement of personnel. If a vacancy exists for which an employee returning from leave is qualified, the employee shall have priority in being assigned to the vacant position on the campus/department where last assigned.

Under special or unusual circumstances, the Superintendent may deem it necessary or appropriate to reassign an employee when it is in the best interest of the District. After due consideration of such circumstances, the Superintendent or designee shall make the assignment and/or reassignment of employees and take such other action, as in the opinion of the Superintendent, that is deemed necessary or appropriate.

The Executive Director for Human Resources will assign all surplus teachers to campuses where vacancies exist. The Executive Director for Human Resources will consult with campus principals to ensure that surplus staff certifications and qualifications meet the campus criteria for vacant positions. The placement of surplus teachers will be consistent with contractual obligations.

Placement of surplus teachers is a District priority and every attempt will be made to place surplus teachers in assignments prior to the last day of instruction. In extenuating

circumstances (e.g., vacancy unavailable because of program changes), the placement of surplus teachers may be extended. In this situation, the Executive Director of Human Resources shall assign surplus teachers. The teacher shall receive notification of his or her assignment no later than one week prior to the start of the school year.

Surplus teachers involuntarily reassigned may return to the sending campus should an appropriate vacancy occur at the sending campus three or more weeks prior to the first day of classes. Campus principals, in collaboration with campus and/or District staff, will establish the certification and qualification criteria for the vacant position and shall notify surplus teachers meeting those criteria of the vacancy. If fewer than three weeks remain prior to the first day of classes, these individuals will remain at the receiving campus unless a reassignment is agreeable with both principals involved.

**SECOND TEACHING
FIELDS FOR
ELECTIVE
TEACHERS**

All elective teachers should have a certification in a second teaching field due to the following reasons:

1. Student enrollment in electives
2. Scheduling issues
3. Budgetary concerns

If enrollments do not warrant full-time assignments and teachers do not have a second teaching field, they may be placed on a part-time assignment to meet the needs of the District.

**NON-PREPARATORY
DUTY**

Career and Technology teachers that teach the Career Preparation course will be

assigned one coordinating period for a maximum of 45 students. Career Preparation teachers that have more than 45 students will be assigned two coordinating periods plus one conference period each day. The number of class periods that the Career and Technology teacher will teach is determined by the campus. Career and Technology Career Preparation teachers may be assigned to additional duties, but these must not interfere with teaching assignments and/or coordinating periods.

REASSIGNMENT

All personnel are subject to assignment and reassignment by the Superintendent or an officially designated representative at any time. (see policy DK (LEGAL) and (LOCAL)).

EMPLOYEES RETURNING FROM LEAVE

Contract employees returning from an approved leave will be given reassignment priority.

Classified employees on Family Medical Leave shall be placed in a like or comparable position upon their release to return to work.

PROCEDURES FOR REASSIGNMENT OF CONTRACT EMPLOYEES OTHER THAN TEACHERS DUE TO CHANGES IN ALLOCATION

The criteria below must be followed when it proves necessary to reassign or terminate the employment of employees due to changes in allocations. These criteria are listed in order of importance and shall be applied sequentially to the extent necessary to identify the employees who least satisfy the criteria. If all necessary reductions can be accomplished by applying the first criteria, it is not necessary to apply the performance criterion, etc.

1. Certification: If the position requires certification or licensure, employees

should be current on appropriate certification, endorsement, licensure and/or highly qualified status for current or projected assignment.

2. **Qualifications/Performance:**
Assessment of current skills and consideration of past and current effectiveness are reflected by appraisal records and other written evaluative information. In applying this criterion, additional written assessments of employee skills and effectiveness may be considered.
3. **Professional Background:**
Professional education including but not limited to continuing education and professional development, training, and/or work experience related to the current or projected assignment.
4. **Seniority:** Length of service in a contract position in the District as measured from the employee's most current date of hire.

**PROCEDURES FOR
TEACHERS
REASSIGNMENT
DUE TO CHANGES
IN ALLOCATIONS**

The following guidelines have been established to regulate the process of reassigning teachers when the number of staff on a campus must be reduced.

No teacher will be approved for reassignment unless the teacher has at least proficient ratings under the PDAS appraisal system. Teachers who are on intervention plans are not eligible for reassignment.

ELEMENTARY

The following guidelines for reassignment of elementary teachers shall be applied to

regular classroom positions only and shall not affect the areas of Bilingual Education, Music, Physical Education, Special Education, Extended Learning, Instructional Intervention Teacher, Reading, Math and Science Facilitators, Title I, Counselor, or Librarian.

Principals shall identify and inform those teachers who will be reassigned using the following criteria:

1. Considering (1) Pre-Kinder, Kinder, First, and Second Grades, Third and Fourth Grades (2) Fifth Grade as separate entities or grade clusters, teachers in the appropriate cluster with the least amount of total uninterrupted District teaching experience will be eligible for reassignment.
2. Should the District teaching experience be the same, teachers with the least amount of District teaching experience in the appropriate grade cluster will be considered for reassignment.
3. Should criteria one and two not identify the teacher to be reassigned, then the teacher with the least amount of District grade level cluster experience at the campus will be considered for reassignment.

BILINGUAL
ELEMENTARY

In the situation where a specialist teacher, such as a Librarian, P.E. Teacher, Music teacher, LLD teacher, ELP teacher, Speech Therapist, etc. is also bilingually endorsed, professional administrative judgment must dictate where these professionals may better

serve the needs of students.

SECONDARY

Executive Staff shall confer with appropriate staff to determine the teaching field(s) to be affected when it becomes necessary to reduce the teaching staff within a school. The primary consideration shall be the preservation of the best possible educational program.

When a teacher, in a program/teaching field identified for reduction, holds additional certifications in areas not affected for reduction; and a vacancy exists in the teacher's additional certification field, the teacher will be placed in the vacancy for which she/he is also certified.

Principals shall conference with teachers to be included on the campus' reassignment list and will collect the teachers' signature acknowledging the teachers' placement on the reassignment list.

Principals shall identify and inform those teachers who will be reassigned using the following criteria:

1. Determine the teacher on the campus affected who has the least seniority in the District based on uninterrupted District teaching experience and whose teaching assignment is in the subject area affected. If two or more teachers are equal in seniority, proceed to 2.
2. Determine the teacher on the campus affected who has the least seniority on that campus based on uninterrupted District teaching experience and whose teaching assignment is in the subject area affected.

REASSIGNMENTS
AFTER THE
BEGINNING OF THE
SCHOOL YEAR

When it becomes necessary to reassign a teacher(s) after the beginning of a school year, the teacher(s) at the affected grade level/teaching field with the least amount of uninterrupted District teaching experience will be reassigned. If two or more teachers are equal in seniority, determine the teacher with the least amount of uninterrupted campus teaching experience at the affected grade level/teaching field.

EXEMPTION POLICY

The teacher to be transferred in accordance with the procedures outlined above may be exempted from the reassignment process if that reassignment would:

1. Violate the terms of the teacher's contract, or
2. Leave the school without any other certified or endorsed teacher on staff who could be assigned to a course required by District policy or the Texas Education Code, or
3. Harm any school program which, in the judgment of the principal, would be inconsistent with the goals and objectives of the school. In such a case, it is recommended the principal seek the advice of the Campus Improvement Committee (CIC) before implementing the exemption. Should a vacancy exist in another grade level/subject area at the school assigned, the teacher who has been identified for reassignment will be given first priority for that vacancy.

In all instances where it is found that two or more teachers have the same seniority based on uninterrupted District teaching experience (least number of years experience

thereby qualifying those teachers for transfer or reassignment), the date of the contract acceptance by or the date of the recommendation for hiring of the teachers involved shall become a primary factor in the decision as to who shall be reassigned or transferred.

If a teacher has been reassigned twice in two consecutive years, that teacher shall be exempt from the reassignment procedure for the next two school years from August to August.

PROCEDURES FOR
CLASSIFIED
EMPLOYEE
REASSIGNMENT
DUE TO CHANGES
IN ALLOCATION

Classified employees who have lost their position due to a reduction in allocations must be given written notice. The supervisor must hold a conference with the affected employees. In order for employees to be placed on the District's displaced list, employees must be in good standing with satisfactory evaluations and attendance. Employees are encouraged to apply for vacant positions for which they qualify as those placed on the District's Displaced List are not guaranteed a position.

Employees not placed prior to the first day of their work schedule will be officially dismissed from the District.

Hiring officials are required to fill their vacancies from displaced employees and internal candidates.

It is important to use objective criteria as a basis for selecting employees who will be displaced.

Criteria for identifying employees to be displaced:

- Education requirements for the position (i.e. Title I Schools must have Highly Qualified Assistants)
- Physical requirements of the position (i.e. Special Education positions require lifting—physicals will be required)
- Evaluations
- Attendance
- Number of years in the District based on uninterrupted service

Once the displaced employees have been identified, the supervisor must provide a list of affected employees to the Director of Human Resources—Classified with the following information included therein:

- Position held
- Best contact number
- Highly Qualified status
- Bilingual proficiency

LETTERS OF
REASONABLE
ASSURANCE

Letters of Reasonable Assurance must be given to employees on FMLA.

TEACHER
REQUESTED
TRANSFERS

Teachers may request a transfer to another campus if their performance evaluation is at least "Proficient" under the PDAS appraisal system. Requests for transfers are to be made to the Human Resources Department between March 1 and May 31.

No teacher will be approved for transfer

unless the teacher has at least proficient ratings under the PDAS appraisal system. Teachers who are on intervention plans are not eligible for transfer.

Transfer requests must be submitted on an electronic Transfer Request Form accessed from the Human Resources internet page. As a professional courtesy, teachers should inform their principal that a transfer request has been submitted.

**PRINCIPAL ACTION
ON TRANSFER
REQUEST**

Once current contract teachers identified for reassignment have been placed, and beginning no sooner than April 1, through June 15, principals may recommend staff who have requested intra-district transfers.

**STAFFING
REQUESTS**

All personnel staffing requests should be directed to the Associate Superintendent of Campus Support and Human Resources and/or the Executive Director of Human Resources. These will be reviewed and acted upon by the Executive Staff.

All decisions will be made with the needs of the total District and its students in mind. With the opening of a new school(s), student enrollment at impacted campuses will decrease, resulting in reduced teacher allocations. This reduction will produce a specific number of teachers at each impacted campus who will be identified for reassignment. Human Resources Staff will provide principals with this data, based on recommendations from Research and Information Technologies, with approved boundary changes and estimated grandfather request approvals as a basis for this data. The number of teachers to be reassigned is subject to approval by the Executive Staff.

General Guidelines:

- When one or more schools open at any one time, the Executive Director of Human Resources will study the overall impact of personnel reassigned from existing schools and will make recommendations to the Executive Staff regarding any change(s) to these general guidelines.
- In cases where changes in boundary lines occur, the Executive Director of Research and Information Technologies will review staffing as a result of changing enrollments. This study will include an evaluation of the number of personnel qualifying for reassignment across the District.

Specific Guidelines for:

A: Impacted Campuses

- Volunteers will be considered first. In this case, the volunteer shall take the place of the person who would have been reassigned.
- Use the "PROCEDURES FOR TEACHER REASSIGNMENT DUE TO CHANGES IN ALLOCATIONS" guidelines.
- Once teachers at the impacted campuses have been identified, their names will be made available to the new school principal(s). The principal(s) at the new school(s) shall contact and interview those teachers designated for placement at the new schools. The principal(s) at the new school(s) will coordinate placement

of these teachers with the Human Resources Department. The number of teachers to be placed will be proportionate to the percentage of total students reassigned to the new schools due to boundary changes.

- After teachers identified for reassignment have been placed, it is possible for remaining employees at the impacted campuses to request consideration for transfer through the regular transfer process provided timelines have been met.
- The principal(s) at the new school(s) may not recommend more than three (3) total employees in all categories other than "teacher" from any impacted school, whether professional, paraprofessional, and auxiliary staff (i.e. Assistant Principal, Counselor, Librarian, Secretary, Clerk, Head Custodian, Cafeteria Manager, etc.)

B: New Campus(es)

- Reassignment of teachers from the impacted school(s) to the new campus(es) will take staffing priority.
- Once the names of reassigned teachers from the impacted school(s) have been identified, the principal(s) at the new school(s) will coordinate placement of these teachers with the Human Resources Department. Placement of these teachers shall be on a proportionate basis, reflecting the percentage of total students impacted by boundary changes due to new school(s) opening.
- Once all identified teachers from the

impacted school(s) have been placed at the new school(s), the principal(s) of the new school(s) may proceed with staffing remaining positions by considering:

- hired/unassigned teachers in critical needs areas
 - teachers who request transfer consideration from other schools, and
 - new teacher applicants in the applicant pool
- The principal(s) at the new school(s) is to keep a minimum of ten percent (10%) of the campus' total teacher allocation open until further notice from the Human Resources Department. This will allow the HR Department to analyze the need for placement of any remaining teachers in need of assignment, hired/unassigned teachers in critical needs areas, or other teachers designated for reassignment at the direction of the Superintendent to new schools.

C: Non-Impacted Campus(es)

- In staffing new schools, the principal(s) may take **no more than 15% of any one department and/or campus' total teaching staff** through the transfer process. This total at new school(s) excludes all other professional, paraprofessional and auxiliary staff (i.e. Assistant Principal, Counselor, Librarian, Nurse, Head Custodian and Cafeteria Manager). However, no more than three (3) total employees in all

categories other than "teacher" may be taken. Percentages are based on the school's total staffing allocation for the current school year prior to the year of the new school opening. In special circumstances such as reduction of student enrollment, resulting in displacement of additional teachers, Human Resources may override the 15% limit.

- Transfers of key personnel (i.e. Assistant Principal, Principal's Secretary, Counselor, Librarian, and Data Processor) will not be made until the sending principal(s), new school principal(s), and the Executive Director of Human Resources determine that the timing of the move will not be detrimental to the school.
- Employees interested in promotional consideration to the new school(s) must follow established procedures in order to be considered. Such employees must respond to job postings by established deadlines by submitting a letter of intent/résumé to the Human Resources Department. Principal(s) may interview those candidates at their discretion.

Any and all exceptions to these general staffing guidelines must be submitted in writing to Executive Staff for review.

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