

Management, Supervisory and Confidential Personnel

Transfer/Reassignment

The Superintendent shall assess the needs of the district and to assign management personnel to positions which will meet those needs.

Voluntary Change of Assignment

In order to promote administrative professional growth and career development, broaden management background, and share administrative and personnel skills within the district, the Governing Board encourages management personnel at all levels to apply for transfers and reassignments.

Involuntary Reassignment of Certificated Administrators

Involuntary reassignment within the administrator's classification (same job title) shall be initiated upon the recommendation of the Superintendent in the best interests of the district.

Administrators in job-alike and equal compensation positions shall be subject to rotation of assignments on a lateral basis. The Superintendent shall rotate administrators every ____ years upon approval by the Board.

Involuntary Reassignment of Classified Managers

Any classified manager who has attained permanent status in his/her position may be reassigned to another management position for the following "causes" or reasons:

1. Reassignment will permit the district to use in another position the skills possessed by the manager being reassigned.
2. Reassignment will expose the manager to new duties and responsibilities; i.e., an opportunity for professional growth.
3. Need to develop classified managers who are experienced in a variety of classified management areas.
4. Such other reasons which, in the judgment of the Superintendent, will benefit the classified service.

(cf. 4312.1 - Contracts - Superintendent, Deputy, Associate, Assistant Superintendent, Senior Classified Management Employee)

Legal Reference: (See next page)

Transfer/Reassignment (continued)

Legal Reference:

EDUCATION CODE

- 35035 Additional powers and duties of superintendent
- 44951 Release and reassignment of management employees
- 45113 Rules and regulations for classified service in districts not incorporating the merit system
- 45101(e) Definition of "disciplinary action"

Policy
adopted: December 1990

NORRIS SCHOOL DISTRICT
Bakersfield, California

Management, Supervisory and Confidential Personnel

Transfer/Reassignment

Involuntary Reassignment of Classified Managers

In initiating the involuntary reassignment of a classified manager, the Superintendent or designee shall provide the classified manager with prior written notice of intent to reassign to a designated position. The notice will inform the manager of the specific causes or reasons for the reassignment (not only the general statement of cause), his/her right to a hearing on the causes, and the time within which an appeal must be filed. The notice shall also contain a card or paper, the signing and filing of which shall constitute a request for hearing and denial of the causes/reasons. The classified manager may, within five days after receiving such notice, file a written request for hearing before the Governing Board. The request for hearing shall be filed in the office of the Superintendent. If the manager fails to file a request for hearing as specified above, he/she will be deemed to have waived the right to a hearing and the reassignment may be made effective immediately.

If a request for hearing is filed as specified above, a hearing shall be scheduled before the Board. The Board shall hear the matter, with the party initiating the transfer bearing the burden of proving the cause(s) or reasons for the transfer. The hearing shall be recorded by a reporter or tape recording. After the hearing, the Board shall determine whether to approve, modify, or revoke the reassignment. The decision of the Board shall be final. The Board's determination of the sufficiency of the cause for reassignment shall be conclusive.