# PERSONNEL 03.2311

‑ Classified Personnel ‑

Change of Assignment

The change of assignment of classified personnel shall be made by the Superintendent.

Employees applying for a change of assignment are considered on the basis of individual qualifications such as education, job performance, experience, special skills, attendance, and punctuality. Employees are considered regardless of race, color, sex, age, religion, handicap, ancestry, or national origin.

Eligibility

Employees may apply for a change of assignment any time during the year after serving a qualifying six (6)-month period in their present position. ~~For a lateral change of assignment, employees must apply between the last day of the current school year and two (2) weeks prior to the following school year~~. Movement to a new assignment shall not occur during the first ten (10) instructional days of the school year. Employees wishing to add additional hours to their current position may apply when the hours are posted.

Application Process

Eligible employees who wish to apply for a vacant position shall file a separate form for each position or building and shall submit the form to Human Resources.

Definitions

A lateral change of assignment is a move to a position with the same grade level as the employee’s current position.

A promotional change of assignment is a move to a position with a higher grade level as the employee’s current position.

A demotional change of assignment is a move to a position with a lower grade level than the employee’s current position.

A temporary promotional change of assignment is a move to a position with a higher grade level than the employee’s current position for a minimum of four (4) weeks not to exceed six (6) months. The employee shall receive the rate of pay for the higher position.

A vacancy is an unstaffed position that has been declared vacant by the Superintendent.

Job Posting

All vacancies shall be posted for a minimum of five (5) working days. During this period only eligible employees will be considered. After this five (5)-day period, employees submitting Change of Assignment requests will be considered along with outside applicants.

Completing Change of Assignment

After an employee has been selected and has accepted the change of assignment, the employee shall be responsible for notifying both supervisors. The transfer to the new location shall occur two (2) weeks from the date Human Resources notifies the employee of the change of assignment, unless a shorter or longer period of time is mutually agreed to by both of the employee’s

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supervisors. If the proposed transfer time frame exceeds two (2) weeks, it is subject to review by Human Resources.

Bidding on Routes

Bus drivers must complete a Change of Assignment form to bid on a vacant route. Bus drivers are exempt from this change of assignment policy when bidding on bus routes. (See Transportation Bid procedures.)

Transfer of Employees Charged with a Felony

Notwithstanding any other policy provision, the Superintendent may transfer an employee charged with a felony offense as permitted under [KRS 160.380](http://policy.ksba.org/DocumentManager.aspx?requestarticle=/KRS/160-00/380.pdf&requesttype=krs).

References:

[KRS 160.380](http://policy.ksba.org/DocumentManager.aspx?requestarticle=/KRS/160-00/380.pdf&requesttype=krs)

[KRS 160.390](http://policy.ksba.org/DocumentManager.aspx?requestarticle=/KRS/160-00/390.pdf&requesttype=krs)

[OAG 92-135](http://policy.ksba.org/documentmanager.aspx?requestarticle=/civil/opinions/OAG92135.htm&requesttype=oag)

[OAG 92-1](http://policy.ksba.org/documentmanager.aspx?requestarticle=/civil/opinions/OAG921.htm&requesttype=oag)

Related Policies:

03.21

03.2312

03.2313

06.31

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