

## **Support Staff Assignments and Transfers**

The superintendent or his designee shall make assignments and transfers of classified employees as the best interests of the school district indicate. Such transfers and assignments may be either permanent or temporary.

The preferences of employees shall be taken into consideration in making assignments and transfers. Employees may request a transfer of assignment from job to job, or one unit or division, and will be granted when this is to the advantage of the district and individual. Any employee who wishes to be considered for any position for which he/she meets the requirements will be granted an interview.

Within an individual school, a principal may assign classified employees to tasks appropriate to their positions and qualifications.

Care shall be exercised by the superintendent to see that all district facilities are equitably staffed with well qualified classified personnel.

Current practice codified 1980

Adopted: date of manual adoption

LEGAL REF.: 1973C.R.S. 22-32-126 (3)

*NOTE: Specifics for requesting transfers or new assignments, and the clearance of such changes through administrative channels, might accompany such a policy as a regulation.*

Adopted: 12/08/88