

## Missoula County Public Schools

### PERSONNEL

5210

#### Assignments, Reassignments, Transfers

All staff shall be subject to assignment, reassignment and/or transfer of position and duties by the Superintendent. The Superintendent shall provide for a system of assignment, reassignment and transfer of classified staff, including voluntary transfers. Nothing in this policy shall prevent the reassignment of a staff member during the school year.

#### Classified Staff

The right of assignment, reassignment and transfer shall remain that of the District. Written notice of a reassignment or involuntary transfer shall be given the employee. Opportunity shall be given for the staff member to discuss the proposed transfer or reassignment with the Superintendent.

#### Extra-Duty Assignments

All employees of the District who are assigned extra duties as a contract obligation must honor this obligation as a condition of employment unless released from this responsibility by the Board.

Provisions governing vacancies and voluntary or involuntary transfers may be found in negotiated agreements or employee handbooks.

#### Policy History:

Adopted on: August 13, 2002

Revised on: