

Coeur d’Alene School District No. 271

PERSONNEL

5220

Assignments, Reassignments, Transfers

Promotions

The Board of Trustees or their designee shall consider for action all employee promotions and shall generally act on the recommendations of the Superintendent.

Promotions may take the form of an acting classification during which time the employee’s ability to fulfill new job responsibilities will be evaluated. When a promotion is formally designated as an acting classification and an employee is placed in the role for twenty (20) consecutive work days, the employee may receive the wage for that position per policy. Acting classification should not exceed one (1) year in duration without Board approval.

Classified Staff

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

Instructional Certificated Staff

Conditions pertaining to assignment, reassignments and transfers are found in the Master Articles approved by the Board of Trustees.

Administrative Employees

The Board of Trustees has the right to reassign administrative employees on a contract to nonadministrative positions with appropriate reduction of salary from preexisting salary levels. In the event the Board of Trustees reassigns an administrative employee to a nonadministrative position, the Board will give the employee written notice with a statement of the reasons for the reassignment. The employee, upon written request to the Board, will be entitled to an informal, review per Board policy 5107, of that decision.

For the purposes of this policy, administrative employees are defined as all certificated staff on an administrative contract approved by the State Department of Education including directors, principals, assistant principals, and directors of special education. This definition does not include the Superintendent.

Cross reference: 5107 Certificated Staff Informal Review
 6100-6100P Superintendent
 6200 District Organization

Legal Reference I.C. § 33-506 Organization and Government of Board of Trustees
 I.C. § 33-513 Professional Personnel
 I.C. § 33-515 Issuance of Renewable Contracts

Policy History:

Adopted on: 12/7/15

Revised on: 8/5/19