



Administrative Guidelines

Department: Human Resources

Policy:

Topic: Employee Re-Assignment

Revised: August 2019

PROCEDURE

Each Marietta City Schools employee is assigned to a position which meets the needs of the District, based on the employee's training, certification, years of experience and other appropriate factors. The District reserves the right to reassign employees to other duties, positions or locations within the District.

Employees may be reassigned for the following reasons:

1. Instructional changes bases upon reorganization, a reduction in force, or the Superintendent's determination of need of an instructional assignment.
2. Changes in student enrollment, attendance zone changes, or opening/closing of school(s).
3. The loss, reduction, or addition of programs which create different personnel needs.
4. Issues of harassment are involved.
5. In the best interest of the District.

Guidelines:

Exempt Employees:

- a. Employees who receive a District approved supplement for the school year in question are protected from reassignment.
- b. Employees who are the only members of a department or are the only employee qualified to teach a specialty course are protected from reassignment.

Seniority:

The Supervisor will identify the employee from the affected area who has the least District seniority. District seniority is determined by the employee's hire date in the District.

- a. The District hire date is determined by the employee's start date.
- b. Human Resources will provide the start dates of all employee's in the affected area to determine who is least senior.
- c. If two or more employees have the same hire date:
 - a. The recommendation date stated on the Employee Action Form (EAF) will be used to determine least senior.
 - b. If a tie still exists, seniority will be determined by lot.
- d. An employee who resigned, retires, or wholes long-term leave of absence is terminated loses all District seniority and upon re-hire seniority would begin anew.

Procedures:

1. Identification of the Affected Areas:
 - a. Elementary School:
 - i. Spring (End of School Year):
 1. At the end of the school year, affected areas shall be identified school-wide inclusive of the Early Intervention Program (EIP).
 - ii. Fall (After School Year Begins):
 1. After the first day students report, affected areas shall be identified by Grade inclusive of the Early Intervention Program (EIP).
 - b. Middle School:
 - i. Spring (End of School Year):
 1. At the end of the school year, affected areas shall be identified by:
 - a. Area (i.e., PE, Art, Connections classes such as Art, FACS, etc.); or
 - b. Identified subject area (i.e. social studies, reading, mathematics, science, etc.)
 - i. Certifications must be appropriate.
 - ii. Fall (After School Year Begins):
 1. After the first day students report, affected areas shall be identified by:
 - a. Specialty Areas (i.e., PE, Art, Connections classes such as Art, FACS, etc.);
 - b. Grade level first and then by identified subject area (i.e. social studies, reading, mathematics, science, etc.)
 - i. Certification must be appropriate.

c. High School:

- i. In both Spring and Fall, the affected areas shall be identified by certification field (i.e. math 6-12, biology 6-12, broad field science 6-12) and Special Education will be identified by program (K-12).

Post-Reassignment Procedures:

1. A re-assignee may be subject to further reassignment due to loss of program or decrease in student enrollment.
2. If an employee has been reassigned and a vacancy occurs in his/her original location up to five days before the first day that teachers/employees new to the District report, the Principal/Supervisor must contact the re-assignee and offer him/her the opportunity to return. The re-assignee has 24 hours to decide.

District Prerogative:

The Superintendent has the right to make exceptions to the above provisions when it is in the best interest of the District and/or necessary to meet with Federal requirements.