SUPPORT STAFF – ASSIGNMENT AND TRANSFER

Those employees who are members of a collective bargaining unit are covered by the negotiated agreement with the collective bargaining unit.

The Superintendent of Schools shall be responsible for assigning operational personnel to positions which are believed to serve the best interest of the school district.

Assignments are based on the character, intelligence, physical fitness, and aptitude to perform the work available.

Para-professionals shall be assigned according to their special training and experience in accordance with the classification that designates their responsibilities with students, that is, educational aide, educational assistant, educational associate, and nurse. Generally, a para-professional will not be assigned to work with their own children, although they may work in the same school as the children attend.

Seniority may give support personnel certain preferences when decisions are made for promotion or transfer. However, if in the judgment of the immediate supervisor, the employee is unable to perform the work available, seniority will not prevail.

The Superintendent of Schools may transfer an employee when in his judgment the transfer is in the best interests of the school district.

An employee may submit a Change of Status request to the appropriate administrator if they wish to transfer to another location or another position. Such notice will serve to identify the employee as a candidate for the vacancy.
EMPLOYEE TRANSFERS

An individual employed by the school district that transfers to a new position that is covered by an agreement bargained between an employee group and the Salem School Board may take only the following benefits with them:

1. Any longevity payment that appears on the printed schedule of salaries for the bargaining unit.

2. One-half of any accumulated sick leave they may have earned providing it does not exceed the limits of the bargaining unit to which they transfer.

3. They shall bring with them no seniority nor any other benefits defined in the agreement of the bargaining unit to which they transfer.
CHANGE IN STATUS/TRANSFER REQUEST
Complete this form when applying for position transfer or job change. To be considered for transfers you must also include an updated resume or summary of your qualifications when submitting request form.

Name ___________________________ Date _______________________

Present Position _________________________________________________________

Location: __________________________________________________________________

Primary Duties: __________________________________________________________________

Position to transfer/change to: _________________________________________________

Location: __________________________________________________________________

Reason for request: __________________________________________________________________

Candidate will forward request to the building administrator for signature and to the central office for processing.

Building Administrator signature: ___________________________ Date: __________

Central Office

Action Taken:

11/22/77
Revised 2/28/02