

SECTION: CLASSIFIED EMPLOYEES

TITLE: ASSIGNMENT AND TRANSFER

ADOPTED: MARCH 18, 1996

REVISED:

Lebanon School District

	509. ASSIGNMENT AND TRANSFER	1
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1. Purpose	The successful functioning of the district depends in large measure on the proper placement of qualified and competent personnel. Assignment and transfer of classified employes shall be in accordance with this policy.	5 6 7 8 9
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2. Authority	All classified employes are appointed subject to assignment by the Superintendent. Reassignments shall be made at the discretion of the Superintendent.	11 12 13 14 15
	All classified personnel, unless otherwise specifically designated by the Superintendent or his/her designee, are responsible to the principal of the building to which they are assigned.	16 17 18 19
	The assignment and reassignment of all personnel shall be the responsibility of the Superintendent or his/her designee.	20 21 22 23 24
	The work of secretarial, aide, nurse assistant, personal care assistant, and administrative assistant personnel shall be organized, directed, and supervised by the appropriate principal or administrator.	25 26 27 28 29 30
	The work of the custodial and maintenance personnel shall be organized and directed by the Director of Operations and Maintenance.	31 32 33 34
	The work of the food services staff shall be organized and directed by the Supervisor of Food Service.	35 36 37 38
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