

**Assignment /
Reassignment**

Assignment or reassignment of employees is made by the chief human capital management officer for human resources, at the direction of the Superintendent, who will ensure the District's compliance with Texas Education Agency (TEA) regulations and established Board policy.

Seniority Defined

District Seniority

"District seniority" is defined as the length of continuous employment with the District.

Campus Seniority

"Campus seniority" is defined as the length of continuous employment at a particular campus. "Campus" is defined as the school or office to which an employee is assigned. Campus seniority relates only to the employee's privilege to remain on a campus when there are personnel reductions and/or organization changes and only when all other factors are equal.

Campus seniority does relate to the type of program, teaching field, or subject area that the teacher was assigned to teach, in comparison to other teachers in the same type of program, teaching field, or subject area. A teacher assigned to teach in the bilingual/elementary program will have his or her campus seniority compared with other bilingual/elementary teachers on the campus. A special education teacher will have his or her seniority compared with special education teachers who are assigned to teach in the same type of special education program on the campus. An academic coach returning to the classroom involuntarily due to a District program cut will have his or her campus seniority compared to his or her last teaching assignment on that campus, to include years served as an academic coach at his or her campus.

After employees are assigned, it is the responsibility of the principal and/or unit head, with the review of the appropriate supervisor, to organize the faculty and staff. [See DP(LEGAL) and (LOCAL)]

If a District-wide program is eliminated or modified, regardless of whether an employee in a position within that program is cut, campus seniority will be utilized to determine if one employee can displace another employee at the same campus.

Time spent on Board-approved leave of absence cannot be counted toward earned seniority; however, an employee on leave of absence may return within two years and continue with the years of District seniority in existence at the beginning of the leave of absence.

Employee seniority, both District and campus, is to be used by the chief human capital management officer for human resources in the assignment and/or reassignment of personnel when all other factors are equal.

Vacancies

Vacancies that occur during the school year are to be filled by the chief human capital management officer for human resources by reassignment of existing personnel or the employment of new personnel. When practical, new employees will be placed in a definite assignment at the time of employment. Except in extreme emergencies, voluntary reassignment of certified personnel is discouraged during the probationary period of employment.

**Voluntary
(Requested)
Reassignment**

Employees who desire a change of assignment must file a written application for reassignment annually prior to ~~June 1~~. **THE DESIGNATED DATE PUBLISHED ON THE ANNUALLY RELEASED EMPLOYEE TRANSFER TIMELINE.** ~~If an employee does not wish to be considered for reassignment after submitting a request, the employee must submit a written cancellation of the request to human resources.~~ Employees who are promoted are deemed to have requested reassignment. Employees who request and receive reassignment will lose campus seniority.

**Involuntary
Reassignment**

When personnel reductions and/or organizational changes require the reassignment of an employee or employees, the initial selection must be made on campus seniority; but the final decision on involuntary reassignment must be made by the chief human capital management officer for human resources so that the reassignment is in the best interest of the District and ensures compliance with all court orders, state or federal regulations or policies, and HEW agreements.

In the event a school is rated academically unacceptable (AU) by the TEA or is projected to be rated AU, and/or does not meet annual yearly progress (AYP) standards under the No Child Left Behind Act of 2001, or is projected not to meet AYP, involuntary teacher reassignments based on measurable student performance may be made by the chief human capital management officer of human resources at the direction of the Superintendent. Employees reassigned under AU or AYP standards may not be given priority for assignment and may not be allowed to request assignment to known vacancies in the particular program, teaching field, or subject area to which they were previously assigned.

Other employees subject to involuntary reassignment are allowed to request assignment to known vacancies in the particular program, teaching field, or subject area to which they were previously assigned and are given priority for the assignment. An employee involuntarily reassigned retains campus seniority earned prior to transfer to the new assignment.

If a vacancy exists prior to the first day on duty of the ensuing school year on a campus from which an employee has been involuntarily reassigned, the reassigned employee will be offered the

option of returning to the campus from which the employee was re-assigned in the particular program, teaching field, or subject area to which he or she was previously assigned. Campus seniority previously held will be reinstated if the requested reassignment is granted.

Employees involuntarily reassigned may, at the end of that school year, request reassignment to the position held at the previous school or to the previous school if a vacancy exists in the particular program, teaching field, or subject area to which they were previously assigned prior to the beginning of the next school year. Campus seniority previously held will be reinstated if the requested reassignment is granted.

Announcement of Vacancies

All vacancies will be announced on the District's website.

Exemptions in Compliance with Court Order

In order to meet the needs of special programs; of shortages in certain teaching fields or subject areas; of court orders; and of the HEW agreement, and to comply with TEA certification regulations, certain teachers will be exempt from involuntary reassignment procedures.

When a teacher is subject to involuntary reassignment in accordance with the provisions of this regulation and the instructional program cannot be maintained by existing campus staff, the principal may request that the teacher who is necessary to maintain the instructional program not be involuntarily reassigned. Approval must be obtained by the principal from the chief human capital management officer for human resources.

If the reassignment of a teacher will place the school out of compliance with a court order or the HEW agreement, that teacher will not be involuntarily reassigned unless the chief human capital management officer for human resources can justify noncompliance in writing to the Superintendent.

Employee Time Sheets

All employees are required to account for their attendance by signing the payroll sign-in roster or swiping the time clock daily, where applicable, upon arrival at their workstations. All nonexempt employees are required to account for their attendance on their weekly time sheets and/or time clock where applicable.

Hours on Duty

Full-time teachers, managers, supervisors, and administrators will be on duty as indicated below. Part-time employees in these employee groups will have duty hours specified in writing. No overtime is authorized for these personnel.

Daily and Hourly

~~Daily employees not at campuses are scheduled to work from 8:00 a.m. to 4:30 p.m., with a half hour for lunch, unless the schedule is~~

~~adjusted by the supervisor in writing.~~ Daily employees at campuses are scheduled to work eight hours, with beginning and ending times set by the principal.

Daily employees **AT CAMPUSES** may be reasonably expected to work before and after working hours, on weekends, and occasionally on holidays. Assignment to work outside the normal duty hours is the prerogative and responsibility of the ~~immediate supervisor,~~ principal, ~~or department head.~~ This will be limited to not more than sixty (60) minutes during a ten (10) work-day period **FOR TEACHERS**. Exceptions to this may be granted on a case-by-case basis in writing by the respective ~~area~~ **ASSISTANT** Superintendent.

~~Hourly employees not at campuses are scheduled to work from 8:00 a.m. to 4:30 p.m., with a half hour for lunch, unless the schedule is adjusted by the supervisor in writing.~~ Hourly employees at campuses are scheduled to work eight hours per day, plus a half-hour for lunch. The beginning and end times are set by the principal.

DAILY EMPLOYEES NOT AT A CAMPUS ARE SCHEDULED TO WORK FROM 8:00 A.M. TO 4:30 P.M. AND MAY BE REASONABLY EXPECTED TO WORK BEFORE AND AFTER WORKING HOURS, ON WEEKENDS, AND OCCASIONALLY ON HOLIDAYS. ASSIGNMENTS TO WORK OUTSIDE THE NORMAL DUTY HOURS IS THE PREROGATIVE AND RESPONSIBILITY OF THE IMMEDIATE SUPERVISOR.

HOURLY EMPLOYEES NOT AT CAMPUSES ARE SCHEDULED TO WORK FROM 8:00 A.M. TO 4:30 P.M., WITH A HALF-HOUR LUNCH, UNLESS THE SCHEDULE IS ADJUSTED BY THE SUPERVISOR IN WRITING.

Librarians

The library should be open 15 minutes before the first morning bell and 30 minutes after the last bell in the afternoon for elementary and prekindergarten–8 campuses. The library should be open 15 minutes before the first morning bell and 15 minutes after the last bell in the afternoon for high school campuses. The principal will set the regular hours of librarians so as to serve the school's needs.

Librarians will have a 30-minute, duty-free lunch.

**Teachers and
Speech Therapists**

The regular school instructional hours for students are 8:15 a.m. to 3:25 p.m. for elementary schools, 7:50 a.m. to 3:00 p.m. for middle and prekindergarten–8 schools, and 8:45 a.m. to 4:10 p.m. for high schools.

Campus principals will schedule the workday for prekindergarten teachers.

All teachers and speech therapists are expected to be present for duty 15 minutes before instructional time begins and to remain on duty until all duties are completed, which may include, but are not limited to: ensuring the safety and security of students at the building site; completing instructional preparations regarding attendance, planning, and grading; and addressing all requests and communication required from the administration, campus leadership, parents, and students.

Other certified teachers whose assignment is divided among schools of different levels will follow the schedules as constructed by the principals of each school. The combined schedule will be equivalent to that of the teacher who is only employed at one school. Hence, the schedule will equal a full teaching day with a 45-minute preparation period during instructional time at the campus where the preparation period occurs.

Teachers, librarians, and speech therapists have a half-hour, duty-free lunch period. The principal will set the regular duty hours for those teachers with a zero period or class after the regular school day ends.

All full-time teachers will have at least one period of not less than 45 minutes within the assigned duty hours for planning and preparation.

Nurses

All nurses are expected to be present for duty 30 minutes before instructional time begins and to remain on duty until all duties are completed, which may include, but are not limited to: ensuring the safety and security of students at the building site; completing instructional preparations regarding attendance, planning, and grading; and addressing all requests and communication required from the administration, campus leadership, parents, and students.

The principal may adjust the regular duty hours (beginning and ending times) for nurses. Nurses with adjusted hours on duty will be notified in writing prior to the beginning of the school year and when changes are necessary.

Registered nurses will be assigned to each school according to a formula approved by the Board and will function according to policies set forth in the EPISD Health Service Guide, the Texas Nursing Practice Act (Chapter 301, Texas Occupations Code), and regulations established by the Board of Nurse Examiners of the state of Texas.

Special Assignments

All personnel who receive supplemental pay for special assignments such as coaching, music, industrial arts, special education, UIL sponsors, tutoring, and the like, must be on duty before and/or

after school according to regular or special schedules and assignments for athletic, music, UIL events, and the like, as required by principals, facilitators, and directors. When not coaching a sport, or not assigned to assist with an athletic event, athletic coaches will work the normal duty hours for teachers.

The principal may need the teacher's assistance before school, after school, at the noon hour, or at extracurricular activities. Teachers may be assigned to ground, hall, or other duties as necessary in order to maintain an educational environment that is conducive to learning and is safe for students, patrons, and personnel. Duty assignments will be as equally distributed as possible among all available teaching personnel.

**Teachers as
Substitutes**

Grades 9–12

Grades 9–12 teachers may be asked to substitute in the instruction of children for other teachers and receive extra compensation. This should apply to part of a day and on an emergency basis, not on a continuing basis. Teachers may not receive compensation for less than one regular class period of emergency substituting.

Kindergarten and
Grades 1–8

Kindergarten and grades 1–8 teachers may be asked to substitute in the instruction of children for another teacher on an emergency basis but not on a continuing basis. They will be paid at the same rate as the secondary level of emergency substituting. No pay will be allowed for less than 30 minutes of emergency substituting.

However, principals will not impinge upon a teacher's planning and preparation period or duty-free lunch unless the teacher voluntarily agrees to accept the emergency substitute assignment when offered. [See DL(LEGAL)]

Additional Activities

In addition to regular assigned duties, teachers and other campus personnel addressed in this regulation are required to be in attendance at the following activities:

1. Faculty and staff meetings before and after regular school hours.
2. Group meetings and in-service meetings.
3. Conferences with parents and patrons.
4. Departmental or grade-level meetings.
5. PTA/PTO or school-sponsored open houses at the employee's assigned campus.
6. Other meetings or conferences as assigned.

**Parent-Teacher
Organizations**

Each school has some type of parent-teacher organization. Teachers are encouraged to participate through joining their school's organization and attending its regularly scheduled meetings. Belonging to the organization is voluntary; however, attending its meetings should be considered by teachers as part of their professional responsibility.

Attendance at presentations relative to approved District insurance programs and/or employee benefits is not mandatory; however, the personnel in categories listed in this regulation are encouraged to become knowledgeable of all plans and benefits available to the employees.

**Lunchroom
Personnel Allocation
and Hours on Duty**

Hours on duty for lunchroom personnel will be according to position, as follows:

Personnel	Hours on Duty
Managers	8.0
Assistant Managers	8.0
Cooks	7.0
Snack Bar Attendants	8.0
Specialists	7.0
Part-Time Specialists	4.0

Lunchrooms serving breakfast are authorized to schedule one employee an extra half-hour on duty for the first 100 breakfasts served. For each additional 100 breakfasts served, an additional employee may be scheduled to help prepare and serve breakfast.

Attendance at the following activities during duty hours is required:

1. Meetings scheduled by the manager;
2. Meetings or training programs scheduled by supervisors or the director for food and nutrition services; and
3. Any scheduled workshops sponsored by food and nutrition services on an in-service day when school is not in session.