

## Administrative Regulation

Employees, Assignment of

- A. Assignment of personnel shall be defined as the appointment of an employee to a new or vacant position.
- B. In the assignment of employees, every reasonable effort will be made to assign such employees where they will be able to make the greatest contributions to the achievement of the educational objectives of the district.
- C. The assignment of employees is a responsibility of the principal or department head upon approval of the Office of Personnel Services. The assistant superintendent, Office of Personnel Services, will be guided by the reports of principals or department heads concerning the needs of the individual schools and by the recommendations of principals or department heads pertaining to the assignment of specific employees qualified to meet those needs.
- D. An employee may not be assigned to, or serve in a school, office, or other jurisdiction for which a close relative has administrative or supervisory responsibility. Should circumstances arise which create a conflict with the provisions of this administrative regulation, a reasonable period of time will be allowed to permit the necessary change in assignment to be made.

Ref: EC Sections 35020, 35035

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