

Santa Barbara School Districts

Board Policy

BP 4213

Personnel

ASSIGNMENT/CLASSIFICATION/TRANSFER

ASSIGNMENT

Classified employees shall be assigned by their immediate supervisors with the approval of the Superintendent. They shall be required to perform those duties prescribed by the Governing Board for the position the employee holds. Employees may be required to work outside of their job classification. Compensation shall be adjusted upward to reflect the performance of duties outside of the employees normal assignment.

CLASSIFICATION

The Governing Board shall classify all positions in the classified service and other positions not requiring certification qualifications. Each position shall have a designated title, regular minimum number of assigned hours per day, days per week and months per year. A specific statement of the duties required and the regular monthly salary ranges shall be established for each position.

TRANSFER

Transfer of an employee from one position to another position not involving a change in classification may be made by the Superintendent at any time. If an employee wishes to transfer voluntarily from his/her present position and work location to another position of the same class at another location, the employee shall notify the Personnel Office in writing of this desire, specifying the work location desired. Such requests for transfer shall be considered in filling vacancies at the desired location.

Legal Reference:

EDUCATION CODE

45102	Assignment at times other than regular academic year
45109	Fixing of duties
45110	Inconsistent duties; compensation
45127	Work week (conditions of service)
45132	Four-consecutive-day workweek
45169	Data furnished employee, copies; application
45183	Basis of assignment to duties

Policy: SANTA BARBARA ELEMENTARY/HIGH SCHOOL DISTRICTS
Adopted: December 12, 1972 Santa Barbara, California
Revised: March 8, 2000