

Dayton School District 8

Code: **GDI/GDIA**
Adopted: 1996
Readopted: 8/11/15
Orig. Code(s): GDI/GDIA

Assignment and Transfer of Classified Staff

Assignments of classified personnel shall be the decision of the superintendent after conferring with the building administrators.

The Board shall give, in writing, individual notices by May 30 to all employees for whom a teaching license is not required.

The notices shall address reasonable assurance of continued employment as covered in the Oregon Revised Statutes and Oregon Administrative Rules.

All classified employees are subject to transfer and reassignment by the administration. The assignment to a particular building does not imply permanent assignment to that building. During the summer months, custodial employees may be assigned to districtwide working crews for general maintenance work.

A classified employee may request a transfer, a reassignment or a change in job status through the superintendent. Any change shall be in consultation with the head administrator of the new area being served. All transfer requests shall be submitted to the superintendent in writing in order to be considered.

END OF POLICY

Legal Reference(s):

[ORS 332.505](#)