

# Helix School District 1R

Code: **GDI**  
Adopted: 1/8/97  
Orig. Code(s): None

## **Classified Staff Assignments and Transfers \***

The Helix School Board recognizes the need to inform each classified and tenured certified employee of his/her position assignment. Each year classified and tenured certified employees will receive a position assignment notification reaffirming his/her position with the District. This notification will indicate the position assigned, length of position, salary and/or other terms and conditions.

Oregon Revised Statute Chapter 342 outlines the parameters of the continued employment notification of both probationary and tenured employees. In keeping with this statute, the Board will issue approved contracts only to certified employees with probationary status.

A written notice that confirms reasonable assurance of continued employment shall be given to all classified employees who work less than 12 months by May 30, each year.

END OF POLICY

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### **Legal Reference(s):**

[ORS 332.505](#)