

Assignment and Transfer of Classified Staff Policy

Code: **GDI/GDIA**

Amity School District 4J

Adopted: 2/8/89

Assignment and Transfer of Classified Staff

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

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 district-wide 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 administrative head 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 ORS 332.554 OAR 581-022-1720](#) (5)