



Book	Policy Manual
Section	4000 Support Staff
Title	Copy of ASSIGNMENTS
Number	po4130 ss 12-8-17
Status	Draft
Adopted	September 20, 2016
Last Revised	December 8, 2017

#### 4130 - Appointment, ASSIGNMENTS, Transfer, and Promotion of Support Staff

The School Board believes that the appropriate placement of qualified and competent staff is essential to the success of the District.

The Superintendent shall submit written recommendations with regard to the appointment and assignment of support staff for Board action.

The Board shall act not later than three (3) weeks following the receipt of FSA scores and data, including school grades, or June 30th, whichever is later, on the Superintendent's nominations of support staff.

In accordance with State law, the Board may reject the Superintendent's recommendations for initial appointment and assignment, or re-appointment and assignment, for good cause. If the third nomination by the superintendent for any position is rejected for good cause, if the superintendent fails to submit a nomination for initial employment within a reasonable time as prescribed by the Board, or if the superintendent fails to submit a nomination for reemployment within the time prescribed by law, the Board may proceed on its own motion to fill such position.

#### Appointment and Assignment

When developing his/her recommendation for appointments of support staff, the Superintendent shall consider nominations for staff appointments submitted by the principals. Further, if the Superintendent intends to recommend placement of a staff member in a school who was not nominated by the principal, the Superintendent will consult with that principal.

After such required consideration and consultation, the Superintendent shall submit written recommendations with regard to the appointment and assignment of support staff for Board action.

In accordance with State law, the Board may reject the Superintendent's recommendation for initial appointment and assignment, or re-appointment and assignment, for good cause.

The Board authorizes the Superintendent to temporarily reassign employees when the Superintendent determines that it is in the employee's and/or School District's best interest(s).

#### Promotion and Transfer

When need be, the Superintendent shall submit written recommendations with regard to the promotion or transfer of support staff for Board action.

### Promotion and Transfer

Pursuant to State law, the Superintendent's primary consideration in recommending an individual for promotion must be the individual's demonstrated effectiveness pursuant to State law.

Before transferring a support staff member from one (1) school to another, the Superintendent shall consult with the principal of the school to which the support staff member will be assigned and allow the principal the opportunity to review the support staff member's records and interview the support staff member.

After the required considerations and consultations, the Superintendent shall submit written recommendations with regard to the promotion or transfer of support staff for Board action.

In accordance with State law, the Board may reject the Superintendent's recommendation for the transfer or promotion of a support staff member for good cause. If the third nomination by the superintendent for any position is rejected for good cause, if the superintendent fails to submit a nomination for initial employment within a reasonable time as prescribed by the Board, or if the superintendent fails to submit a nomination for reemployment within the time prescribed by law, the Board may proceed on its own motion to fill such position.

The Superintendent shall assign and communicate the duties, days, and hours of the various classifications of support personnel.

- A. Support staff members shall perform the duties required by Florida statutes and all other generally accepted duties such as hall duty, supervision of bus loading zones, monitoring students, and other reasonable duties as may be assigned by the immediate supervisor. Failure to perform such duties in an acceptable manner shall constitute a violation of performance responsibilities and/or Board appointment.
- B. Support staff members are responsible for student control and supervision at any location on campus or during school- sponsored activities.
- C. Support staff members shall not permit their family or friends by their presence to interfere with performance of their duties during working hours.

### Nepotism

Support staff members may not nominate for employment, or directly supervise, relatives at the same work location. All employees shall disclose to the Superintendent, the names of all relatives working at the same work location. Failure to immediately make such disclosures shall be grounds for disciplinary action, up to and including termination.

Work location is defined to include payroll cost center or any administrative unit under the direct supervision of a permanent employee of the District.

"Relative" means an individual who is a member of the same household or who is related to the supervisor as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, grandfather, grandmother, or grandchild.

[F.S. 112.3135](#)

[F.S. 1012.22](#)

[F.S. 1012.23](#)

[F.S. 1012.27](#)

[F.S. 1012.28](#)

[F.A.C. 6A-1.070](#)

© Neola 2016

Legal

F.S. 112.3135, 1012.22, 1012.23

F.A.C. 6A-1.070

Last Modified by Sam Stalaker on December 8, 2017