

## **NON-CERTIFIED PERSONNEL ASSIGNMENT & RE-ASSIGNMENT**

**Category: R**

The Superintendent or his/her designee will assign and/or reassign non-certified personnel to employment positions as necessary to fulfill the District's educational mission. Each non-certified employee is under the direct supervision of the building principal or his/her immediate supervisor where no building assignment is involved.

Non-certified personnel may request reassignment to other positions within the District for which they are qualified. Such requests must be made to the employee's immediate supervisor and will be forwarded to the Superintendent. When a reassignment is made, the employee will be paid according to the level of the position. This may result in an increase or decrease in salary for the employee.

This policy may be affected by a collective bargaining agreement.

**SAU #7 Policy Committee: Recommended for Adoption – May 25, 2022/June 1, 2022**

SAU #7 Board Adopted: August 11, 2022