

ASSIGNMENT BY BOARD ACTION	Budget managers may annually submit to the Superintendent and Superintendent's Cabinet any position deemed necessary for program improvement. New and substantially revised positions should be submitted to Human Resources for review at budget planning time each year. The pay grade will be assigned by Business Services. Those receiving the Superintendent's approval will be included in the packet submitted for Board approval. Positions receiving Board approval will follow regular posting procedures and be filled accordingly.
ASSIGNMENT REVIEW	A full-scale review of all assignments for full-time regularly employed support positions will be undertaken only upon direction from the Superintendent or his/her designee. Position changes will be submitted to the Board for approval prior to implementation.
SELECTION FOR POSTED POSITIONS	When vacancies occur, supervisors shall follow the standard posting requirements. A position may be filled by transfer within the department, lateral move, or by selection of an applicant following the interview. Posting procedures require that all Education Support Center vacancies be posted unless the position has been posted within the last 12 weeks.
ADMINISTRATIVE ASSIGNMENT	Administrative assignment is defined as an assignment to a position determined by an assistant superintendent or deputy superintendent and approved by the Superintendent. Board approval is not necessary. When a situation that warrants special action occurs during the budget year, an assistant superintendent or deputy superintendent may submit a request for a new position to the Superintendent for approval. The approved position may be filled by posting or by direct assignment without posting. If the position is permanent and full-time, it will be assigned a pay grade by Business Services.
REASSIGNMENT	A support employee may be reassigned to a different, existing position by the Superintendent or designee.