

Book	Policy Manual
Section	Human Resource Policies for SB 1st Reading
Title	Copy of ASSIGNMENTS
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#### ~~4130—ASSIGNMENTS~~ **4130 - APPOINTMENT, ASSIGNMENT, 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 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.~~

#### **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**

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.

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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.

### **Duties, Days, and Hours**

The Superintendent shall make known through administrative channels the duties, days, and hours of the various classes of support staff.

1. Support staff members shall perform the duties required by Florida statutes, Board policy, and the collective bargaining agreement, as well as other reasonable duties as may be assigned by their immediate supervisor. Failure to perform such duties in an acceptable manner shall constitute a violation of the support staff member's contract and just cause for disciplinary action.
2. Support staff members are responsible for student control and supervision at any location on campus or during school-sponsored activities.
3. Support staff members shall not permit their family members or friends by their presence to interfere with the performance of their duties during working hours.

### **Employment and Supervision of Relatives (Nepotism)**

For purposes of this policy, a "relative" is an individual included within the definition of "relative" set forth in F.S. 112.3135 [..], which includes the following individuals: 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, or half-sister.

**Neither the superintendent nor a Board member may appoint or employ a relative to work under their direct supervision. These limitations do not apply to employees appointed or employed before the election or appointment of the superintendent or a Board member.**

~~An individual may not be recommended for employment by a close relative.~~

~~Employees who are related by blood, marriage, or reside in the same household are permitted to work in the same department, provided no direct reporting or supervisor-to-subordinate relationship exists unless approved by the Superintendent. Close relatives are defined as mother, father, son, daughter, brother, sister, aunt, uncle, niece, nephew, domestic partners, spouse, and in-laws of the same.~~

~~This policy shall not, except as provided herein, be interpreted to prohibit the employment of relatives of Board members or relatives of any employee of the School District. Neither shall this policy be interpreted to apply to students in officially sponsored educational work-study programs.~~

Two (2) or more close relatives shall not work in the same school/department except by permission of the Superintendent. In the event that a support staff member, due to some unusual circumstance, may have been placed in the same working unit with a close relative, the support staff member may continue in the position until s/he can be reassigned to a position of comparable grade, pay, and reasonable personal convenience.

1. A close relative may be employed in the same school when specifically recommended by the principal and approved by the Superintendent on the grounds that it is to the advantage of the school.
2. Under no circumstances shall a person supervise the work of a close relative.

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.

[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](#)

### **Cross References**

[ap4130 - ASSIGNMENT AND TRANSFER](#)

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F.S. 112.3135, 1012.22, 1012.23

Last Modified by Ramon Dawkins on April 29, 2019