

GARE-R Employee Assignment

7/25/16

RATIONALE/OBJECTIVE:

Each Cobb County School District (District) employee is assigned to a position which meets the needs of the District, commensurate with the employee's training, certification, years of experience and other appropriate factors. The District reserves the right to reassign employees to other duties, positions or locations within the District.

RULE:

The Human Resources Division provides the following guidelines and procedures for the reassignment of employees.

A. GENERAL PROVISIONS:**1. Assignment/Reassignment of Family Members:**

Assigning members of the immediate family to the same school or division of the District must be approved by the Chief Human Resources Officer or designee prior to employment. Under no circumstances will an employee be assigned to supervise the activities or evaluate the performance of someone in his/her immediate family. For the purposes of this provision, the term "immediate family member" is defined as:

- a. A spouse, child, sibling, parent or the spouse of a child, sibling, or parent;
- b. Any relative living in the household of the employee; or
- c. All step relatives as identified above.

2. Exempt Employees:

- a. Employees who receive a District approved supplement in whole or in part (i.e. yearbook sponsor, coach, department head) for the school year in question are protected from reassignment.
- b. Employees who are the only members of a department (i.e. music, art) or who are the only qualified employees of a specialty course (i.e. Advanced Placement Calculus) are protected from reassignment.

3. Seniority:

The Principal/Supervisor will identify the employee from the affected area who has the least District seniority. District seniority is determined by the employee's hire date in the District. Specifically:

- a. District hire date will be the effective start date of the employee's current classification (e.g. classified or certified).
- b. Human Resources Division will determine and provide the hire date of all employees in the affected area and will verify which employee has the least District seniority.
- c. If two or more employees have the same:
 - (1) Hire date, the employee with the latest recommendation date stated on the Employee Action Form (EAF) from the Principal or supervisor for employment will be determined to have the least District seniority.
 - (2) Recommendation date, the employee with the latest date of application for employment will be determined to have the least District seniority.
 - (3) If a tie still exists, the employee with the least District seniority will be determined by lot.
- d. An approved, long-term leave of absence does not interrupt District seniority, but does not add to accumulated seniority.

- e. An employee who resigns, retires, or whose long-term leave of absence is terminated loses all District seniority rights. If the employee is rehired, District seniority begins anew on the rehire date.
- 4. **Part-time Positions:**
Part-time Certified employees are not entitled to employment, full or part-time, beyond the term specified in their current agreement.
- 5. **Effective Date:**
Unless otherwise specified, reassignments will be effective with the new contract year.
- 6. **Opening/Closing of Schools:**
Employee reassignment due to the opening or closing of schools will follow these procedures:
 - a. Human Resources Division will provide a written guide to employees and principals/supervisors outlining the reassignment process and will assist employees and principals/supervisors in the implementation process.
 - b. The reassignment process should not create more than a ten percent loss in staff in any school's overall teacher/employee population.

B. EMPLOYEES MAY BE REASSIGNED FOR THE FOLLOWING REASONS:

The Superintendent and Human Resources, with Board approval as required, may administratively reassign employees in response to the following:

- 1. Cobb County Board of Education (Board) approval of:
 - a. Instructional changes based upon reorganization, a reduction in force, the Superintendent's determination of need of an instructional assignment, or any combination of the foregoing;
 - b. Attendance zone changes due to movement of the student population, or the opening or closing of schools; or
 - c. The loss, reduction or addition of programs which create different personnel needs.
- 2. Changes in student enrollment in a school or a specific program.
- 3. Issues of harassment are involved (Board Policy SD-4 [Treatment of Staff]; Administrative Rule GBAA [Sexual Harassment]).
- 4. In the best interests of the District in order to meet the needs and requirements of the District.

C. EMPLOYEE REASSIGNMENT WILL FOLLOW THESE PROCEDURES:

1. Identification of Affected Areas:

The affected area for certified employees is determined as follows:

a. **Elementary School:**

(1) **Spring (End of School Year):**

At the end of the school year, affected areas shall be identified school-wide inclusive of the Early Intervention Program (EIP).

(2) **Fall (After School Year Begins):**

After the first day students report, affected areas shall be identified by Grade (i.e. 3rd, 5th) inclusive of the Early Intervention Program (EIP).

b. **Middle School:**

(1) **Spring (End of School Year):**

At the end of the school year, affected areas shall be identified by:

- (a) Area (i.e., PE, Art, Connections classes such as Art, FACS, etc.); or
- (b) Identified subject area (i.e. social studies, reading, mathematics, science, etc.) - Certifications must be appropriate.

(2) **Fall (After School Year Begins):**

After the first day students report, affected area shall be identified by:

- (a) Specialty Areas (i.e., PE, Art, Connections classes such as Art, FACS, etc.);
- (b) Grade level (6th, 7th or 8th) first and then by identified subject area (i.e. social studies, reading, mathematics, science, etc.) - Certifications must be appropriate.

c. **High School:**

In both Spring and Fall, the affected area shall be identified by certification field (i.e. math 6-12, biology 6-12, broad field science 6-12).

d. **Special Education:**

In both Spring and Fall, the affected area shall be identified by program (K-12).

2. **Identification of Needs:**

- a. The Principal/Supervisor will evaluate the program for his/her school/department and identify personnel needs.
- b. These personnel needs will be reviewed and approved by the Level Assistant Superintendent.
- c. Human Resources Division will reassign identified employees in affected areas to meet the school's new personnel requirements.

3. **Identification of Affected Employees:**

a. **SPRING:**

From the end of the school year through the last day of pre-planning for the upcoming school year the following procedures shall be followed:

- (1) The affected area(s) shall be identified using the guidelines as detailed in Section 3. above;
- (2) The Principal should meet with the teachers in the affected area at his/her school to communicate the number of teachers from that area to be reassigned.

b. **FALL:**

After students report for the first day of the new school year designated re-assignees from the affected areas will be identified according to the procedures outlined in Section C.3.a.(1) above.

D. POST-REASSIGNMENT PROCEDURES:

1. Once a re-assignee moves to his/her new school, he/she may be subject to further reassignment for the first semester due to loss of program or a decrease in student enrollment at the re-assignee's new school.
2. If an employee has been reassigned and a vacancy occurs in his/her original location up to five days before the first day that teachers/employees new to the District report, the Principal/Supervisor must contact the re-assignee and offer him/her the opportunity to return. The re-assignee has 24 hours to decide.

E. DISTRICT PREROGATIVE:

The Superintendent may direct the Human Resources Division to make exceptions to the above assignment/reassignment provisions when:

1. It is in the best interest of the District in order to meet the needs and requirements of the District.
2. It is necessary to meet the federal Every Student Succeeds Act's requirement of equitable distribution of Highly Qualified teachers in all schools throughout the District.

Adopted: 6/15/66

Revised: 5/8/68; 2/11/70; 9/8/71; 5/8/74

Reviewed: 7/74; 8/13/75; 8/15/75; 7/28/77

Revised: 8/10/77; 9/23/82; 5/26/83; 8/8/84; 6/19/86; 1/10/90; 6/27/91; 9/22/94; 3/28/96; 5/14/97; 12/11/97; 2/10/99; 2/22/01; 3/22/01; 1/25/02

Reclassified an Administrative Rule: 9/1/04

Revised: 4/13/05; 11/14/07; 3/11/09; 2/10/10

Revised and recoded: 7/19/12 (Previously coded as Administrative Rule GBN)

Revised: 4/17/13; 6/12/13; 7/25/16

Legal Reference:

O.C.G.A. 20-2-211

Annual contract; disqualifying acts; fingerprinting; criminal record checks