

**STAFF AND PERSONNEL  
SERIES 400**

**402.10**

**TITLE: Reassignment of Administrative Certificated Professional Employees**

The Board may reassign an administrative certificated professional employee to a non-administrative position with or without an appropriate reduction in salary.

If the Board determines to so reassign a certificated professional administrative employee, the Board shall provide the employee with a written notice of the reassignment containing a statement of the reasons for such action not less than fifteen (15) days prior to the effective date of the reassignment.

If the employee desires an informal review of this decision before the Board, a written request for such hearing must be submitted to the Board within five (5) days after the employee has received notice of the Board's decision to reassign. The Board shall hold the Informal Review no more than thirty (30) days after receipt of such request and shall inform the employee, in writing, of the date, time and place of the Informal Review.

The procedures for the Informal Review shall be as follows:

1. The Informal Review shall be held in executive session;
2. The Board or its appointed Review Officer shall preside over the Informal Review;
3. The Informal Review shall be orderly;
4. The purposes of the Informal Review are to provide the employee with an opportunity to address the Board informally and to present to the Board the reasons why the employee should not be reassigned to a non administrative position and for the Board to deliberate and reevaluate its previous decision;
5. The employee may be represented by legal counsel and/or a representative of the local or state teachers' association;
6. The employee may have other persons address the Board on the employee's behalf and/or submit documentation and/or make rebuttal statements during the Informal Review;
7. The Administrative Staff may, but is not required to, present witnesses, submit documentation and/or make rebuttal statements during the Informal Review;

8. The Board or the Administrative Staff may question the employee about matters relating to the reassignment;
9. Within fifteen (15) days following the Informal Review, the Board shall notify the employee in writing of its final decision in the matter.

If the employee, prior to being assigned as an administrator for the District, held renewable contract status at the District, the board may, at its sole discretion, employ the individual in the new non-administrative position, on a grandfathered renewable contract. This contract will be deemed to have continued in place as if the non-administrative employee was employed by the district pursuant to a renewable contract.

Amy White 8/6/2013 3:25 PM  
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Reference: § 33-515  
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