



Employee Policies BP 03-08

Board Policy: EMPLOYEE CHANGE OF ASSIGNMENT

Employees of charter schools held by Gateway Community Charters are each given an initial site assignment.

EMPLOYEE INITIATED ASSIGNMENT CHANGE REQUEST:

Employees may request a change of assignment at any time. Assignment change requests will be submitted in writing to the Administrator of the employee's present assignment. Approvals of change of assignment requests are contingent upon the mutual agreement of the Administrators of both the employee's present assignment and requested placement.

ADMINISTRATIVELY INITIATED ASSIGNMENT CHANGE:

By mutual agreement, Administrators may at any time, assign an employee to another GCC charter site. Administratively initiated assignment changes should be based upon highest and best use of resources as necessary for the success of the mission and vision of the Gateway Community Charter schools. Employees will be given written notice of the assignment change and reasonable explanation for the assignment change.

In the event a change of assignment is contested by any of the concerned parties, the Superintendent/CEO or designee will review the relevant issues and approve or deny the assignment change.

Board Approved: May 15, 2007