

Permanent: Administrative and Supervisory Personnel

Procedure to be Followed When Reassigning Administrative and Supervisory Personnel

Administrative and supervisory assignments and transfers are made by the Superintendent as the needs of the schools require.

An employee may be reassigned from one administrative or supervisory position to any other position in the school system by action of the Superintendent.

If a reassignment to any other position results in a reduction of salary for any individual administrative or supervisory employee:

- 1) The employee will be advised of such recommendation before the effective date of the reassignment, and in the event the reassignment is to be effective for the next school year, notice shall be given no later than June 15 of the current school year.
- 2) The employee shall continue to be paid for the next school year at 100% of that employee's salary prior to the reassignment.
- 3) For the second school year following the effective date of the reassignment, the employee shall be paid at 95% of that employee's salary prior to the effective date of the reassignment. However, if during the second year after the effective date of the reassignment, the employee submits a letter of retirement and that letter of retirement is accepted by the Board, then the employee shall be paid at 100% of that employee's salary prior to the effective date of the reassignment.

Legal Reference: Section 6-201 of the Education Article

Rule

Superintendent of Schools

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