

FAIRFIELD AREA SCHOOL DISTRICT

EMPLOYMENT AND ASSIGNMENT - GENERAL

4210

- 4210.1     General  
The Superintendent shall have the responsibility of recommending all non-instructional employees for employment. Nominees shall meet all qualifications established by law and the Board.
- 4210.2     Probationary Period  
A trial period may precede employment for non-instructional personnel. If the trial work period is judged to be successful by the employee's immediate superior, he/she will then be recommended for permanent status.
- 4210.3     Personnel will be recommended for employment based on references, experience and training.
- 4210.4     Assignment of Personnel  
It is the responsibility of the Superintendent to deploy all personnel in such a manner as to assure optimum efficiency and economy. Assignment, transfer and promotion shall be based on such effort.
- 4210.5     Requests for Transfer  
Requests from personnel for transfer or promotion shall be made in writing according to the following procedure:
- 4210.5a     Consultation with those Administrators and Supervisors concerned with the situation.
- 4210.5b     Thorough consideration of the best interests of the school district and employee.
- 4210.6     Advertisement of Position  
All openings for non-instructional positions shall be advertised in the local news media. Interested parties shall have a period of 14 days to file an application for any advertised position from the date that that position is initially advertised.

Adopted December 4, 1995