

ASSIGNMENT AND TRANSFERS OF SUPPORT STAFF PERSONNEL

Posting – When new support staff positions in the School District of Colby are created or support staff positions become vacant and transfers or promotions become necessary to fill the positions created or vacated, it shall be made known to all employees through job posting(s). Information regarding the position including work location, current work hours, rate of pay and a description of the job requirements and qualifications will be available to all applicants. Employees desiring these positions shall make application to the District Office. Successful applicants will be notified of their selection and placed in the new or vacated position as timely as possible. Nothing herein shall prevent the Board from temporarily filling any position during the posting or from filling the position from outside the school system.

Probationary Period – An employee selected to fill a vacancy shall serve a probationary period of one year unless the immediate supervisor recommends placement on the salary schedule at the base (or some other) rate before hand.

CROSS REFERENCE: Policy #545 – Support Staff Assignments and Transfers