

**ASSIGNMENT OR REASSIGNMENT OF ADMINISTRATIVE EMPLOYEES POLICY**

The Board of Trustees has the right to reassign an administrative certificated employee on a contract to an administrative or non-administrative position with an appropriate reduction of salary from pre-existing salary levels.

In the event the board reassigns an administrative employee to a non-administrative position, the board will give the employee written notice with a statement of the reason(s) for the reassignment. The employee, upon written request to the board, will be entitled to an informal review of that decision.

If the employee to be reassigned to a non-administrative position was employed by the district pursuant to a renewable contract, the Board shall, at its discretion, employ such individual on a grandfathered renewable contract. Such contract shall be deemed to have continued in place as if the non-administrative employee was employed by the district pursuant to a renewable contract since January 31, 2011.

All other employees reassigned to a non-administrative position will be employed on an annual contract.

For the purposes of this policy, “Administrative Employees” are defined as all certificated staff in administrative or supervisory positions within this district (i.e., principal, assistant principals, director of special services, etc.).

The district will follow the procedure for the Informal Review Policy (Policy 460).



**LEGAL REFERENCE:**

Idaho Code 33-513 – Professional Personnel  
Idaho Code 33-515 – Issuance of Renewable Contracts

**ADOPTED:** October 19, 1999 (as non-policy procedure)  
Reviewed: October 23, 2006 (as non-policy procedure)      Revised: January 10, 2011 (as non-policy procedure)  
**ADOPTED:** November 15, 2011 (as policy)  
Revised: December 20, 2016