

ARTICLE 15 - ASSIGNMENT

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The Parties agree that the Employer and its agents have and retain the legal right to assign employees to carry out its duties and responsibilities under federal and state laws and regulations and court orders subject to the provisions of this article.

Section A In high schools and middle schools the principal or school head after consulting with the department head, will decide which courses to offer in each department. The principal shall have the responsibility and the authority to assign teacher employees within a school to a department(s) based upon the following criteria:

- 1. seniority
- 2. certification
- 3. preference
- 4. measurable employee capabilities needs of educational program
- 6. balance of workload

The principal after meeting with members of a department to discuss application of the above mentioned criteria shall apply the criteria in determining class assignments.

Section B In the elementary school the principal or school head will meet with the teacher employees in the school to determine any changes in the assignment of teacher employees to each grade level(s). Assignments will be made using the following criteria:

- 1. seniority
- 2. certification
- 3. preference
- 4. measurable employee capabilities
- 5. needs of educational program
- 6. balance of workload

Section C Employees shall be given written notice of their intra-school assignments for the forthcoming year not later than June 15. In the event that changes in these assignments are made after June 15th²⁶, the employees so affected will be notified promptly of the unforeseen situation.

Section D Employees will not be assigned, except temporarily or for good cause, outside the scope of their teaching certificates or their major or minor fields of study unless they agree.

Section E When employees are involuntarily assigned to a position outside the scope of their teaching certificate, they will be given an opportunity for assignment to a position for which they are properly certificated when vacancies occur.

Section F In arranging schedules for employees who are assigned to more than one school the amount of inter-school travel will be limited. Employees who are assigned to more than one school in a school day will receive mileage reimbursement consistent with the Commonwealth of Kentucky approved rate and procedures. Rate changes, if any, will become effective July 1 each year. The Employer will provide time to travel between schools.

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42 **Section G** Special area teachers such as elementary art, music, physical education and computer
43 services shall not be provided for Head Start or preschool classes.
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45 **Section H** All elementary art teachers shall be provided with five (5) minutes between classes for set up
46 purposes when there is a change of grade level.
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48 **Section I** The following provisions will be utilized in staffing and determining conditions of employment
49 for employees in the Jefferson County High School:
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51 1. Teaching opportunities in the Jefferson County High School are advertised in The Job List for a
52 two (2) week period. To be assured of first consideration, applications must be received in the
53 Personnel Office by the announced time. All employees must have a valid Kentucky teaching
license that will satisfy 1 the program needs.

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3 2. Hiring priority will be given to regular day employees who apply and then to employees on lay-off.
4 Applications of all others will be considered thereafter.
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6 3. Employees under regular contract will be employed on extra service basis for the Jefferson
7 County High School and will be compensated according to the applicable provisions of the
8 collective bargaining agreement.