

SUPPORT STAFF ASSIGNMENTS AND TRANSFERS

Code **GDJ** *Issued* **12/01**

Purpose: To establish the basic structure for the transfer and assignment of support staff in the center.

Assignment

The director will assign or reassign support staff members on the basis of their qualifications, the needs of the center and their expressed desires. When he/she cannot meet all three conditions, the director will assign personnel in this order.

- first, in accordance with the needs of the center and its students
- second, where the administration believes the employee is most qualified to serve
- third, as to expressed preference of employees

Adopted 12/18/01