

ASSIGNMENT AND SCHEDULES

DK  
(REGULATION)

**HOURS OF DUTY** All HISD employees are assigned specific job classifications and corresponding pay grades. Each employee will be provided a work schedule by their supervisor which will include the time to begin and the time to end their work day. Any unscheduled deviation from the starting and ending times must be approved by supervisors. Supervisors shall file a copy of employee work schedules with the Office of Human Resources.

The HISD Administration Building and all campus offices shall have a designated employee on duty for essential communication issues; i.e, answering phones, handling visitors, etc. from at least 7:30 a.m. to 4:30 p.m. during regularly scheduled school days.

In addition, principals and assistant principals must be on duty at least 30 minutes before and 30 minutes after the regular instructional day, as well as any additional hours as duty requires.

**MODIFIED DUTY PROGRAM** The District will, in strict compliance with the conditions listed below, implement a modified duty program for employees who have been injured in the performance of their assigned duties to permit an employee to return to work prior to full recovery, by:

1. Modifying the employee's regular assignment so that the physical demands are consistent with the restrictions imposed by the physician, and/or
2. Assigning the employee to alternate duties that are consistent with the physician's recommended restrictions.

**CONDITIONS** This program will be administered on a case-by-case basis and when all the following conditions are met:

**NEED** 1. The District is able to identify necessary tasks that can be assigned as modified duty. Modified duty may be assigned and withdrawn at the discretion of the District.

**EMPLOYEE AUTHORIZATION** 2. The employee authorizes his or her physician to release to the District any medical assessments required for the implementation of the program.

**PHYSICIAN'S RECOMMENDATION** 3. After a review of the physical demands of the regular duties in the employee's job description and an analysis of the tasks identified for modified duty, the employee's physician agrees to:

- a. Identify specific modifications to regular duty tasks that the employee can safely perform without significant risk of reinjury.
- b. Recommend the employee as physically able to participate in the modified duty program and to indicate the

ASSIGNMENT AND SCHEDULES

DK  
(REGULATION)

tasks the employee can perform that are consistent with any medical restrictions imposed.

- c. Report to the District, at intervals not to exceed 30 days, on the employee's recovery progress including, if possible, the anticipated date of complete recovery.

EMPLOYEE REQUEST  
FOR REASSIGNMENT  
PARAPROFESSIONAL

To request reassignment, a paraprofessional employee must complete the District's appropriate form and submit it to his or her immediate supervisor.

Secretaries and teacher aides must remain in a position for a minimum of one year before an employee-initiated request for reassignment will be considered.

PROFESSIONAL

Regarding reassignment requests from professional personnel, the following guidelines will apply:

1. The employee must meet all qualifications for the requested position.
2. The employee must submit a reassignment request form to his or her immediate supervisor, who will sign the form and forward it to the Superintendent or designee. [See Exhibit]
3. The human resources department will contact the employees chosen for interviews with the supervisor of the department or principal of the campus where the vacancy exists.
4. If the supervisor or principal agrees to the reassignment, he or she will sign the form and forward it to the Superintendent or designee for review.
5. All such requests must be filed no later than 45 days prior to the school year for which the request is made.
6. Reassignments will not be made during the school year except in unusual or exceptional circumstances.

DISTRICT-INITIATED  
REASSIGNMENT

At any time during the school year, an immediate supervisor may request the reassignment of an employee. The following guidelines will apply:

1. The sending and receiving supervisors will hold a conference with the employee prior to any District-initiated reassignment.
2. When a reassignment is made during the school year, the employee will be allowed time between assignments, not to exceed one day, for the purpose of moving and preparing for the new assignment.