

POLICY ON REASSIGNMENT OF SCHOOL STAFF

The procedures for the reassignment of school staff out of the school building have been revised in alignment with the reorganization that went into effect on July 1, 2007. Standardization of procedures ensures uniformity when such reassignment is deemed necessary. The Legal Counsels and Human Resources (HR) Deputy Directors at Integrated Service Centers (ISCs) will provide training and guidance to principals. If you have questions related to a specific case, please consult with the HR Deputy Director at your ISC. For additional general information, please contact Marlene Siegel at MSIEGEL@schools.nyc.gov.

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1. Reassignment Process

A standard process is to be followed in the event that circumstances arise that could warrant removal of a staff member from the building. The process is outlined below:

1. In all instances when the principal seeks to reassign an employee, the principal is to contact the Human Resources (HR) Deputy Director at the ISC to request approval to reassign and discuss the case.
2. In the event of the instances cited below, the HR Deputy Director will coordinate recommendations from the offices involved

Description	Office Involved
Allegation of corporal punishment or verbal abuse	Office of Special Investigations (OSI)
Other misconduct referred for investigation	Special Commissioner of Investigation (SCI) or OSI
Employee arrest	Office of Personnel Investigation (OPI)
3020-a charges have been preferred or will be preferred	OLS Administrative Trials Unit (ATU)

3. The HR Deputy Director will notify the Community or High School Superintendent and both will confer with the Legal Counsel at the ISC, Principal and SSO Network Leader, as necessary, in regard to the case.
4. The Community or High School Superintendent will render the decision on reassignment. In cases of arrest, if OPI directs or recommends reassignment, the decision to reassign will be made accordingly.
5. If the decision is made to reassign, the HR Deputy Director will inform the Deputy Executive Director for Business Services at the ISC and issue a standard letter to the person directing reassignment.
6. The HR Deputy Director will e-mail the letter to the school, where the principal will give it to the person, obtaining a signature of receipt at the bottom. Copies to: Community or High School Superintendent, ISC Executive Director, ISC Deputy Executive Director for Business Services, SSO Network Leader and central Coordinator of Reassigned Staff.
7. The ISC Deputy Executive Director for Business Services will ensure that the ISC customer service teams are aware so that guidance may be given to the school with regard to the budget guidelines.

NOTE: The Legal Counsel, with assistance from the HR Deputy Director, will provide training for principals in how to evaluate cases.

2. Budget Guidelines

a. First 60 Calendar Days of Reassignment:

- The school is responsible for funding the first 60 calendar days of reassignment.
- After 60 calendar days have passed, the school may place the person in the Removals Section of Galaxy for review by the ISC and decision on “hold harmless” central funding.
- If the case is being investigated by the principal, hold harmless funding will only be granted if the investigation has been concluded and a Technical Assistance Conference (TAC) has been requested or OLS has preferred or will prefer 3020-a charges. The principal may appeal to the ISC Executive Director for an extension by the 50th day of reassignment if there are extenuating circumstances preventing timely completion of the investigation.

b. Return from Reassignment – No Charges: If the case of a reassigned employee is concluded without filing of 3020-a charges, the employee will be returned to the school and placed on the school’s Table of Organization. If the school’s budget does not have sufficient funds at the time to absorb the employee, the ISC will grant an ASA loan in the “return from reassignment” category, pending availability of funds (e.g., accruals) to repay the loan.