

<b>TOPEKA PUBLIC SCHOOLS</b>	<b>REGULATION NUMBER: 4170-1</b>
<b>SUBJECT:</b>  <b>ASSIGNMENT OF PERSONNEL</b>	<b>DATE OF ISSUE: 06/18/80</b> <hr/> <b>REVISIONS: 08/01/96; 09/19/02; 03/01/12</b> <hr/> <b>PREPARING OFFICE:</b> <b>HUMAN RESOURCES</b>

**I. PURPOSE:**

To establish procedures for the assignment of personnel.

**II. PERSONNEL AFFECTED:**

All certified personnel.

**III. PROCEDURE:**

**A. Personnel assignments will be recommended by the general director of human resources on the basis of:**

- 1. Review of the specific requirements of the position to be filled.**
- 2. Review of the qualifications of all available applicants to meet those requirements.**
- 3. Recommendation of the appropriate administrator as reflected by a formal Request for Personnel (Form 8213-00/FB30) filed with the general director of human resources.**

**B. Upon assignment, the employee is responsible to the immediate supervisor.**

**C. Employees may request a transfer to another assignment at any time by filling a formal Request for Transfer (Form 8210-00) with the general director of human resources.**