

SECTION: CLASSIFIED EMPLOYEES

TITLE: ASSIGNMENT AND TRANSFER

ADOPTED: September 26, 1979

REVISED: January 22, 2013

LINE MOUNTAIN SCHOOL DISTRICT

<p>1. Purpose</p> <p>2. Authority</p> <p>3. Delegation of Responsibility</p> <p>4. Guidelines 23 Pa. C.S.A. 6301</p>	<p style="text-align: center;">509. ASSIGNMENT AND TRANSFER</p> <p>The successful functioning of the district depends in large measure on the proper placement of qualified and competent personnel. Assignment and transfer of classified employees shall be in accordance with the operational needs of the district.</p> <p>The Board shall approve the initial assignment of classified personnel at the time of employment and any reassignment which involves a transfer from one job classification to another.</p> <p>The Superintendent or designee shall provide a system of assignment or reassignment that includes voluntary transfers and promotions.</p> <p>The Superintendent or designee shall, in considering any transfer, base a decision on:</p> <ol style="list-style-type: none"> 1. Employee's skills, experience and qualifications. 2. Employee's success in former positions. 3. Employee's length of service in the district and in the position presently held. 4. Recommendations of the employee's supervisors. 5. Operational efficiency advanced by the proposed assignment. <p>Current district employees whose transfer from one position to another position within the school district results in a change in job classification must submit to the district a valid Act 151 clearance statement.</p> <p>Vacancies shall be publicized to all appropriate classified employees.</p>
--	---

509. ASSIGNMENT AND TRANSFER - Pg. 2

	<p>Before new employees are sought, requests for transfer to vacant positions will be considered.</p> <p>The request of a classified employee who voluntarily requests reassignment or transfer shall be honored to the extent that the transfer does not conflict with the operational requirements and best interests of the school district.</p> <p>Employees shall be informed of their assignments preceding the school year in which such assignment shall be effective.</p> <p>This policy shall not prevent reassignment of an employee during the school year for good cause, as determined by the immediate supervisor.</p> <p>Employees may not transfer duties from one position to another, except that transfers which are temporary and for good cause may be approved by the building principal or Business Administrator/Board Secretary.</p> <p>Negotiated collective bargaining agreements may supersede the provisions of this policy when they prescribe conditions enumerated in or affected by this policy.</p>
--	--