

SOUTHEASTERN GREENE SCHOOL DISTRICT

SECTION: **SUPPORT EMPLOYEES**

TITLE: **ASSIGNMENT AND TRANSFER**

ADOPTED:

REVISED:

<p>1. Purpose</p> <p>2. Authority</p> <p>3. Delegation of Responsibility</p> <p>4. Guidelines 23 Pa. C.S.A. 6301 et seq</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 support employees shall be in accordance with the operational needs of the district.</p> <p>The Board shall approve the initial assignment of support personnel at the time of employment and when such assignments involve a transfer from the jurisdiction of one supervisor to another or involve 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 support employees.</p>
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Before new employees are sought, requests for transfer to **vacant** positions will be considered.

The **request** of a **support** 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.

Employees shall be informed of their assignments at the earliest possible date preceding the school year in which such assignment shall be effective.

This policy shall **not** prevent reassignment of an employee during the school year for good cause.

Negotiated collective bargaining agreements may supersede the provisions of this policy when they prescribe conditions enumerated in or affected by this policy.