

PENN MANOR SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES
TITLE: ASSIGNMENT AND TRANSFER
ADOPTED: February 8, 1999
REVISED:

409. ASSIGNMENT AND TRANSFER	
1. Purpose	The assignment and transfer of professional employees within the district shall be in accordance with the instructional needs of the district.
2. Authority	The Board shall approve the initial assignment of professional personnel at the time of employment and when such assignments involve a transfer from one building to another or involve a move to a position requiring a certificate other than that required for the employee's present position.
3. Delegation of Responsibility	The Superintendent shall provide a system of assignment or reassignment that includes voluntary transfers.
4. Guidelines 23 Pa. CSA 6301	<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 employees.</p> <p>The request of an employee who voluntarily requests reassignment or transfer shall be honored to the extent that the transfer does not conflict with the instructional requirements and best interests of the school district.</p> <p>Professional employees shall be informed of their assignments at the earliest possible date preceding the school year in which such assignment shall be effective.</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>
School Code 511, 522, 1168, 1177	