

SECTION: CLASSIFIED EMPLOYEES

TITLE: ASSIGNMENT AND TRANSFER

ADOPTED: February 8, 1999

REVISED:

PENN MANOR SCHOOL DISTRICT

<p>1. Purpose</p> <p>2. Authority</p> <p>3. Delegation of Responsibility</p> <p>23 Pa CSA 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 operating needs of the district.</p> <p>The Board shall approve the initial assignment of classified 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 shall provide a system of assignment or reassignment that includes voluntary transfers and promotions.</p> <p>Current district employees whose transfer from one position to another position within the school must submit to the district a valid Act 151 Clearance Statement.</p> <p>Vacancies shall be publicized to all appropriate classified employees.</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 at the earliest possible date preceding the school year in which such assignment shall be effective.</p>
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