

# PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: October 17, 2012

REVISED:

## 309-AR-0. ASSIGNMENT AND TRANSFER

The Superintendent and administrators will determine the district's personnel needs for the coming school year in accordance with the budget timeline established by the Board. Recommendations will include any additional staff positions, realignments, reductions and suspensions of positions in accordance with applicable law, regulations, Board policy, collective bargaining agreements and administrative compensation plan.

The Superintendent is responsible for all final decisions relative to the assignment and transfer of all district employees, in consultation with designated administrators.

Decisions relative to individual staff assignments will be communicated to assigned employees by the designated administrator at the earliest possible date preceding the school year in which the assignment will be effective. Later notifications will occur only when circumstances require such.

The Superintendent and administrators will base the assignment and transfer of district employees on the following factors, when applicable:

1. Recommendations of administrative supervisors.
2. Administrative and operational efficiency and benefits advanced by the proposed assignment.
3. Student populations and grade levels within district school buildings.
4. Need to satisfy specific certifications, expertise and skills among the grade levels and schools.
5. Requirements of applicable federal and state laws and applicable collective bargaining agreement, administrative compensation plan, individual contract or Board resolution.
6. Impact of proposed assignment on the educational program.
7. Individual employee's background, experience and preparation for a position.
8. Employee's success in former positions.
9. Employee's length of service in district and position previously held.

10. Employee's expressed desire for personal professional growth in a different environment.

11. Opportunity for an employee with a marginal rating to improve under different conditions.

In order to assure that students are taught by teachers working within their areas of competence, teachers will not be assigned outside the scope of their teaching certificates.

Administrators will make an effort to develop a schedule that limits interschool travel for employees assigned to more than one (1) district school.

#### Notice Of Transfer

An employee may be transferred by the Superintendent to another assignment or district building.

An employee who is being transferred from one position to another or to a different school will be notified by the building principal, program supervisor or Superintendent. The notification of transfer may be done orally or in writing and will provide the following information:

1. Assignment or building to which the transfer is being made.
2. Effective date of transfer.
3. Reasons for transfer.
4. Employee's right to a conference with the Superintendent or designee.

A transferred employee will have the right to request a conference with the Superintendent or a designee to discuss the assigned transfer within ten (10) days after receipt of the notification.

#### Requests For Transfer

The Superintendent or designee will be responsible to ensure that all staff vacancies are publicized to current employees within the district in compliance with applicable collective bargaining agreements or administrative compensation plan.

Requests for a voluntary transfer to a different subject, class, building or position by employees must be submitted on the district request form to the Superintendent. Such request must include the following:

1. Current assignment.
2. Subject, class, building or position requested.
3. Reason for transfer request.
4. Applicant's qualifications and experience.

Decisions regarding an employee's transfer request will be based on the factors listed above and in accordance with an applicable collective bargaining agreement, administrative compensation plan, individual contract or Board resolution.

The Superintendent or designee will inform the employee about the decision regarding the transfer request as soon as possible after the decision is determined.