

SENECA VALLEY SCHOOL DISTRICT

SECTION: PROFESSIONAL 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. CSA 6301</p>	<p style="text-align: center;">409. ASSIGNMENT AND TRANSFER</p> <p>The assignment and transfer of professional employees within the district shall be in accordance with the instructional needs of the district and the collective bargaining agreement.</p> <p>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.</p> <p>The Superintendent shall provide a system of assignment or reassignment that includes voluntary transfers.</p> <p>Transfers of personnel may become necessary to meet load conditions, instructional arrangements, or for other good reasons. However, transfers shall not be made capriciously, vindictively or arbitrarily. The Superintendent shall effect all transfers within the parameters specified in the collective bargaining agreement. Reasons for transfer shall be expressly understood by those affected, be in the best interest of students, and be equitable to all concerned.</p> <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>Staff requests for consideration when vacancies or promotions appear imminent will be given full consideration and are encouraged as evidence of professional growth.</p> <p>When a vacancy occurs, the district has an obligation, pursuant to the collective bargaining agreements, to internally post the position for current members of the appropriate association. The posting is for a ten-day period unless by mutual agreement between the school district and the appropriate association. The position will first be advertised within the school district. The district reserves the right to determine if and when a position is to be advertised outside the school district. The position may be posted simultaneously within the district</p>
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<p>School Code 511, 522, 1168, 1177</p>	<p>and in the media or outside the school district. All postings shall be in accordance with the applicable collective bargaining agreement.</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 no later than June 30 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>
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