

SENECA VALLEY SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: ASSIGNMENT AND TRANSFER

ADOPTED:

REVISED:

<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 and any applicable collective bargaining agreement.</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>Transfers of personnel may become necessary to meet load conditions, or for other good reasons. However, transfers shall not be made capriciously, vindictively or arbitrarily. The Superintendent shall effect all transfers with full cooperation of all parties concerned whenever possible. Reasons for transfer shall be expressly understood by those affected, be in the 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.</p>
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A position may be posted simultaneously within the district and in the media or outside the school district. All postings shall be in accordance with the applicable collective bargaining agreement.

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.

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

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