

HAMPTON TOWNSHIP SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES
 TITLE: ASSIGNMENT AND TRANSFER
 ADOPTED: April 28, 2004
 REVISED:

509. ASSIGNMENT AND TRANSFER	
1. Purpose	The Board recognizes that 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 operational needs of the district.
2. Authority	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 from one job classification to another.
3. Delegation of Responsibility	<p>The Superintendent or designee shall provide a system of assignment or reassignment that includes voluntary transfers and promotions.</p> <p>The Superintendent or designee shall, in considering any transfer, base a decision on:</p> <ol style="list-style-type: none"> 1. Employee's skills, experience and qualifications. 2. Employee's success in former positions. 3. Employee's attitude toward change. 4. Employee's length of service in the district and in the position presently held. 5. Recommendations of the employee's supervisors. 6. Operational efficiency advanced by the proposed assignment.
4. Guidelines 23 Pa. C.S.A. 6301 et seq	<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 classified employees.</p>

509. ASSIGNMENT AND TRANSFER - Pg. 2

Before new employees are sought, requests for transfer to vacant positions will be considered.

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 preceding the school year in which such assignment shall be effective, except that personnel employed after that date shall be informed as soon as practicable.

This policy shall not prevent reassignment of an employee during the school year for good cause.

Employees may not transfer duties from one position to another, except that transfers which are temporary and for good cause may be approved by the building principal.

If a classified employee receives reassignment to a different classification, s/he shall be considered probationary in the new classification for thirty (30) days. A classified employee's entitlement to reinstatement to the original classification shall be in accordance with provisions of an applicable collective bargaining agreement.

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