

SECTION: EMPLOYEES
 TITLE: ASSIGNMENT AND TRANSFER
 ADOPTED: December 9, 1999
 REVISED & APPROVED: August 19, 2021

A.W. BEATTIE CAREER CENTER

309. ASSIGNMENT AND TRANSFER	
1. Purpose	The assignment and transfer of employees within the Career Center shall be in accordance with the administrative and management needs of the Career Center.
2. Authority 24 P.S. 1850.1	The Joint Operating Committee shall approve the initial assignment of all Career Center personnel at the time of employment and when such assignments involve a move to a position requiring a certificate or credentials other than those required for the employee's present position.
3. Delegation of Responsibility	<p>The Executive Director shall provide a system of assignment or reassignment that includes voluntary and involuntary transfers.</p> <p>The Executive Director, in considering any assignment or transfer, may base the decision on:</p> <ol style="list-style-type: none"> 1. Impact of proposed assignment on the educational program. 2. Employee's background, experience, and preparation for the position. 3. Employee's success in former positions. 4. Employee's length of service in the district and in the position presently held. 5. Recommendation of the employee's administrative supervisors.
4. Guidelines	<p>Current employees who are transferred from one position to another position within the Career Center resulting in a change in job classification must submit to the Career Center updated PDE required employment clearances.</p> <p>Vacancies shall be publicized to all appropriate employees in accordance with the terms of any applicable collective bargaining agreement.</p> <p>Before new employees are sought, requests for transfer to a vacant position will be considered.</p> <p>Professional employees shall be informed of any change of their assignment at the earliest possible date preceding the school year in which the assignment shall be effective according to the terms and conditions within the applicable collective bargaining agreement.</p>

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

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

This policy shall not prevent reassignment of an administrative staff member during the school year for good cause, as determined by the Executive Director.

References:

24 P.S. 111, 1850.1

22 PA Code 8.1 et seq, 8.2

23 PA C.S.A. 6301 et seq