LENAPE TECHNICAL SCHOOL

SECTION: EMPLOYEES

TITLE: ASSIGNMENT AND TRANSFER

ADOPTED: May 18, 2006

REVISED: March 15, 2018

309. ASSIGNMENT AND TRANSFER

(formerly policies 309, 409 & 509)

1. Authority
   24 P.S. 1850.1
   24 P.S. 111
   Pol. 317

The assignment and transfer of current administrative, professional and support employees within the school shall be determined by the management, supervisory, instructional and operational needs of the school and its programs.

The Joint Operating Committee, after considering the Administrative Director's recommendation, shall approve the initial assignment of an employee at the time of employment. When a transfer or reassignment involves a move to a position requiring a certificate or credentials other than those required for the employee's present position, the Joint Operating Committee shall approve such transfer.

Each applicant for transfer or reassignment shall be required to submit an official child abuse clearance statement unless the applicant is applying for a transfer from one position as a school employee to another position as a school employee, and the applicant's official child abuse clearance statement is current.

Each applicant for transfer or reassignment from a position without direct contact with students to a position with direct contact shall be required to submit criminal background checks as required by law. Such applicants shall report, on the designated form, arrests and convictions as specified on the form. Failure to accurately report such arrests and convictions may subject the individual to disciplinary action up to and including termination and criminal prosecution.

2. Delegation of Responsibility

The Administrative Director or appropriate personnel designated by the Administrative Director shall provide a system of assignment or reassignment for employees that includes consideration of requests for voluntary transfers.

Vacancies shall be publicized to all appropriate employees.

Before a new employee is sought for a vacant position, any request for transfer to the vacant position will be considered.

	The Administrative Director may, in considering any assignment or transfer (including denying a request for transfer), base the decision on any of the following: A. Need to balance various skills among the programs. B. Changing student population within the school. C. Employee's background, experience, past job performance, and preparation for the position. D. Employee's length of service in the school and the position presently held. E. Administrative and operational efficiency advanced by the proposed assignment. F. Need for "new blood." G. Relative need for the employee to remain in the employee's present position. This policy shall not prevent reassignment of an employee during the school year for good cause, as determined by the Joint Operating Committee. No employee shall have an expectation of transfer to a requested assignment. This Policy shall not supersede the expressed provisions of a collective bargaining agreement. NOTES: Professional employee includes temporary professional employee. 22 PA Code 8.1 et seq 23 Pa C.S.A. 6301