

Central Greene School District

Section CLASSIFIED EMPLOYEESTitle ASSIGNMENT AND TRANSFERCENTRAL GREENE SCHOOL DISTRICTDate Adopted October 21, 1981

Guide		Reference
	509. ASSIGNMENT AND TRANSFER	
1. <u>Purpose</u>	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 this policy.	1 2 3 4 5 6 7
2. <u>Authority</u>	The Board shall approve the initial assignment of classified personnel at the time of employment and when such assignments <ul style="list-style-type: none"> - involve a transfer from the jurisdiction of one supervisor to another; - involve a transfer from one job classification to another; or - involve a transfer from one building to another. 	8 9 10 11 12 13 14 15 16 17 18 19
3. <u>Delegation of Responsibility</u>	The Superintendent shall provide for a system consistent with the above of assignment or reassignment that includes voluntary transfers and promotions and in which: <ul style="list-style-type: none"> - Vacancies shall be publicized to all appropriate classified employees. - Before new employees are sought, requests for transfer to such positions will be considered. - The wishes of the 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. <p>In considering any transfer, the choice shall be based on the employee's success in former positions,</p>	20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44

the recommendations of the employee's supervisors, the experience as defined in the agreement, and the performance on the job.

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