



Title: **Assignment and Transfer**

Code: 309

Book: Policy Manual

Section: 300 Employees

---

## **Authority**

The assignment and transfer of administrative, professional and support employees within the District shall be determined by the management, supervisory, instructional and operational needs of the schools and the School District.

The Board shall approve the initial assignment of all employees at the time of employment and when such assignments involve a transfer from one building or supervisor to another and/or involve a move to a position requiring a certificate or credentials other than those required for the employee's present position. [\[1\]](#)[\[2\]](#)

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 District employee to another position as a District employee and the applicant's official child abuse clearance statement is current. [\[3\]](#)[\[4\]](#)

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.[\[5\]](#)[\[6\]](#)

### **Delegation of Responsibility**

The Superintendent or designee shall provide a system of assignment or reassignment for District employees that includes consideration of requests for voluntary transfers.

The Superintendent, in considering any assignment or transfer, shall assure that low-income students and minority students are not taught at higher rates than other students by unqualified, out-of-field or inexperienced teachers.[\[7\]](#)

Vacancies shall be publicized to all appropriate employees.

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

The request of an employee who voluntarily requests reassignment or transfer shall be honored to the extent that the transfer does not conflict with the educational program and operation of the School District.

Employees shall be informed of their assignments no later than what has been agreed upon in the collective bargaining agreement.

This policy shall not prevent reassignment of an employee during the school year for good cause, as determined by the Board.

Adopted: **October 21, 1981**

Last Revised: **April 14, 2015**

### **Legal References:**

- [1. 24 P.S. 508](#)
- [2. 24 P.S. 510](#)
- [3. 23 Pa. C.S.A. 6344.3](#)
- [4. 23 Pa. C.S.A. 6344.4](#)
- [5. 24 P.S. 111](#)

- 6. Pol. 317
  - [7. 20 U.S.C. 6312](#)
  - [22 PA Code 8.1 et seq](#)
  - [23 Pa. C.S.A. 6301 et seq](#)
-