

Book	Policy Manual
Section	300 Employees
Title	Assignment and Transfer
Code	309
Status	Active
Adopted	April 6, 2022

Authority.

The assignment and transfer of administrative, professional, project 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 shall approve the initial assignment of all employees 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.[\[1\]](#)

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.[\[2\]](#)[\[3\]](#)

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.[\[4\]](#)[\[5\]](#)

Delegation of Responsibility

The Administrative Director or designee 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 new employees are sought, requests for transfer to a vacant position will be considered.

Employees shall be informed of their assignments at the earliest possible date preceding the school year in which the assignment will be effective.

This policy shall not prevent reassignment of an employee during the school year for good cause, as determined by the Joint Operating Committee or Administrative Director.

Guidelines

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

Legal

1. 24 P.S. 1850.1
 2. 23 Pa. C.S.A. 6344.3
 3. 23 Pa. C.S.A. 6344.4
 4. 24 P.S. 111
 5. Pol. 317
- 22 PA Code 8.1 et seq
23 Pa. C.S.A. 6301 et seq