

SECTION: SUPPORT PERSONNEL

TITLE: ASSIGNMENT AND TRANSFER

ADOPTED: MARCH 21, 2007

REVISED:

# FERNDALE AREA SCHOOL DISTRICT

<p><b>1. Purpose</b></p> <p><b>2. Authority</b></p> <p><b>3. Delegation of Responsibility</b></p> <p><b>4. Guidelines</b> 23 Pa. C.S.A. 6301 et seq</p>	<p style="text-align: center;"><b>509. ASSIGNMENT AND TRANSFER</b></p> <p>The successful functioning of the district depends in large measure on the proper placement of qualified and competent personnel. Assignment and transfer of support personnel shall be in accordance with the operational needs of the district.</p> <p>The Board shall approve the initial assignment of support personnel at the time of employment.</p> <p>The Superintendent or designee shall, in considering any transfer, base a decision on:</p> <ol style="list-style-type: none"> <li>1. Employee's skills, experience and qualifications.</li> <li>2. Employee's success in former positions.</li> <li>3. Employee's length of service in the district and in the position presently held.</li> <li>4. Recommendations of the employee's supervisors.</li> <li>5. Operational efficiency advanced by the proposed assignment.</li> </ol> <p>Current district employees whose transfer from one position to another position within the school district results in a change in job classification must submit to the district a valid Act 151 clearance statement.</p> <p>Vacancies shall be publicized to all appropriate support personnel.</p> <p>Before new employees are sought, requests for transfer to vacant positions will be considered.</p> <p>Employees shall be informed of their assignments at the earliest possible date preceding the school year in which such assignment shall be effective.</p>
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	<p><b>This policy shall not prevent reassignment of an employee during the school year.</b></p>
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