

**JERSEY SHORE
AREA
SCHOOL DISTRICT**

SECTION: CLASSIFIED EMPLOYEES
TITLE: ASSIGNMENT AND TRANSFER
ADOPTED: October 26, 2009
REVISED:

509. ASSIGNMENT AND TRANSFER	
1. Purpose	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 the operational needs of the district.
2. Authority	The Board shall approve the initial assignment of classified personnel at the time of employment and when such assignments involve a transfer from one job classification to another.
3. Delegation of Responsibility	<p>The Superintendent or designee shall provide a system of assignment or reassignment that includes voluntary transfers and promotions.</p> <p>The Superintendent or designee shall, in considering any transfer, base a decision on:</p> <ol style="list-style-type: none"> 1. Employee's skills, experience and qualifications. 2. Employee's success in former positions. 3. Employee's length of service in the district and in the position presently held. 4. Recommendations of the employee's supervisors. 5. Operational efficiency advanced by the proposed assignment.
4. Guidelines 23 Pa. C.S.A. Sec. 6301 et seq	<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 the required clearances.</p> <p>Vacancies shall be publicized to all appropriate classified employees in accordance with the provisions of the collective bargaining agreement.</p>

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

Employees shall be informed of their assignments preceding the school year in which such assignment shall be effective, except that personnel employed after that date shall be so informed as soon as practicable.

This policy shall not prevent reassignment of an employee during the school year for good cause.

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

References:

School Code – 24 P.S. Sec. 510

Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.