

# EASTON AREA SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: ASSIGNMENT AND TRANSFER

ADOPTED: July 20, 2006

REVISED:

<p>1. Purpose</p> <p>2. Authority</p> <p>3. Delegation of Responsibility</p> <p>4. Guidelines 23 Pa. C.S.A. 6301 et seq SC 111</p>	<p style="text-align: center;">509. ASSIGNMENT AND TRANSFER</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 classified employees shall be in accordance with the operational needs of the district and collective bargaining agreement.</p> <p>The Board shall approve the initial assignment of classified personnel at the time of employment and when such assignments involve a transfer from the jurisdiction of one supervisor to another or from one job classification to another.</p> <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"> <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 34 and Act 151 clearance statement.</p> <p>Vacancies shall be publicized to all appropriate classified employees.</p> <p>Before new employees are sought, requests for transfer to vacant positions will be considered.</p>
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The request of a 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. Transfers will be granted in accordance with the provisions of an applicable collective bargaining agreement or compensation plan.

Employees shall be informed of their assignments as soon as possible preceding the school year in which such assignment shall be effective.

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

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

Promotions

Promotions to a higher classification within each employee group shall be subject to the terms and conditions of an applicable collective bargaining agreement or compensation plan or as established by the Board.