

BRANDYWINE HEIGHTS AREA SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: ASSIGNMENT AND TRANSFER

ADOPTED: June 28, 2004

REVISED: September 14, 2015

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 the jurisdiction of one supervisor to another or 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. 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 mandatory background clearance checks to the district.</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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	<p>Employees shall be informed of their assignments preceding the school year in which such assignment shall be effective.</p> <p>This policy shall not prevent reassignment of an employee during the school year for good cause, as determined by the immediate supervisor.</p>
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