



Book	BHASD Policies
Section	300 Employees
Title	Assignment and Transfer
Code	309
Status	Active
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### **Applicable Staff**

#### **ADMINISTRATIVE EMPLOYEES, PROFESSIONAL EMPLOYEES, AND CLASSIFIED EMPLOYEES**

#### **Purpose**

The assignment and transfer within the district of administrative employees shall be in accordance with the administrative and management needs of the district.

#### **Authority**

The Board shall approve the initial assignment of all employees at the time of employment and when such assignments involve a transfer from one building or supervisor to another or involve a move to a position requiring a certificate or credentials other than those required for the employee's present position. [\[1\]](#)[\[2\]](#)[\[3\]](#)

#### **Delegation of Responsibility**

The Superintendent or designee shall provide a system of assignment or reassignment for district employees that includes consideration of requests for voluntary transfers.

The Superintendent may, in considering any assignment or transfer, base the decision on:

1. Impact of proposed assignment on the educational program.
2. Employee's background, experience and preparation for the position.
3. Employee's success in former positions.
4. Employee's length of service in the district and in the position presently held.
5. Recommendations of the employee's administrative supervisors.
6. Administrative and operational efficiency advanced by the proposed assignment.

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 Superintendent.

#### Legal

[1. 24 P.S. 508](#)

[2. 24 P.S. 510](#)

3. Pol 806

[5. 24 P.S. 111](#)

6. Pol. 317

[7. 20 U.S.C. 6312](#)

[8. 23 Pa. C.S.A. 6344.3](#)

[9. 23 Pa. C.S.A. 6344.4](#)

[22 PA Code 8.1 et seq](#)

[23 Pa. C.S.A. 6301 et seq](#)