

CENTRAL FULTON SCHOOL DISTRICT

SECTION: SUPPORTIVE EMPLOYEES

TITLE: ASSIGNMENT AND TRANSFER

ADOPTED: February 12, 2002

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 supportive employees shall be in accordance with the operational needs of the district.
2. Authority	The Board shall approve the initial assignment of supportive 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>Direct responsibility for assignment is the responsibility of the Superintendent. To promote efficiency of operation, sound organizational matters, each supervisor should be consulted.</p> <p>Request for transfer or promotion shall be made in writing to the Superintendent. Such requests shall be considered by the Personnel Committee, Area Supervisor, and Superintendent.</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	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.

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	<p>Vacancies shall be publicized to all appropriate supportive employees.</p> <p>Before new employees are sought, requests for transfer to vacant positions will be considered.</p> <p>Vacancies in the field of supportive services or newly created positions in this area must be advertised at least once in both local papers.</p> <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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