

EAST STROUDSBURG AREA SCHOOL DISTRICT

SECTION: SUPPORT EMPLOYEES

TITLE: ASSIGNMENT AND TRANSFER

ADOPTED: August 19, 2002

REVISED:

509. ASSIGNMENT AND TRANSFER	
1. Purpose	The successful functioning of the school district depends in large measure on the proper placement of qualified and competent personnel. Assignment and transfer of support employees shall be in accordance with the operational needs of the school district.
2. Authority	The Board shall approve the initial assignment of support 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 shall provide a system of assignment or reassignment that includes voluntary transfers and promotions.</p> <p>The Superintendent 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 school 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 school 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 school district a valid Act 151 clearance statement.</p> <p>Vacancies shall be publicized to all appropriate support employees.</p> <p>Before new employees are sought, requests for transfer to vacant positions will be considered.</p>

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, as determined by the immediate supervisor.

Employees may not transfer duties from one position to another, except that transfers which are temporary and for good cause may be approved by the school principal.

If a support employee who has successfully completed a probationary period applies for and receives reassignment to a different classification, s/he shall be considered probationary in the new classification. In the event the employee is unsuccessful during the probationary period in the new classification, s/he shall be entitled to reinstatement to the original classification, if there is a position in such classification that is not filled by a permanent employee. If no position is available, the employee entitled to reinstatement shall be given the same reemployment preference applied to persons who have been furloughed.

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