

CARLISLE AREA SCHOOL DISTRICT

SECTION: SUPPORT EMPLOYEES

TITLE: ASSIGNMENT AND TRANSFER

ADOPTED: October 19, 2006

REVISED: February 16, 2012

509. ASSIGNMENT AND TRANSFER	
<p>1. Purpose</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 support employees shall be in accordance with the operational needs of the district.</p>
<p>2. Authority SC 508, 510</p>	<p>The Board shall approve the initial assignment of support 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.</p>
<p>3. Delegation of Responsibility</p> <p>SC 111 Title 22 Sec. 8.2</p>	<p>The Superintendent or designee shall provide a system of assignment or reassignment that includes voluntary transfers and promotions.</p> <p>Each applicant for transfer or reassignment from a position without direct contact with students to a position with direct contact shall be required to submit an official criminal history background check. Such applicants shall report, on the designated form, arrests and convictions as required by law. Failure to accurately report such arrests and convictions may, depending on the nature of the offense, subject the individual to disciplinary action up to and including termination and criminal prosecution.</p> <p>Requests from personnel for transfer or promotion shall be made in writing to the Superintendent who, following consultation with those administrators involved, shall determine the assignment which is in the best interest of the school district and the employee.</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.

<p>4. Guidelines 23 Pa. C.S.A. Sec. 6301 et seq</p>	<p>4. Recommendations of the employee's supervisors.</p> <p>5. Operational efficiency advanced by the proposed assignment.</p> <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 151 clearance statement.</p> <p>Vacancies shall be publicized to all appropriate support employees when time permits.</p> <p>Before new employees are sought, requests for transfer to vacant positions will be considered.</p> <p>Employees shall be informed of their assignments at the earliest possible date 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.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 111, 508, 510</p> <p>State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq.</p> <p>Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.</p>
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