

# COUNCIL ROCK SCHOOL DISTRICT

SECTION: SUPPORT EMPLOYEES

TITLE: ASSIGNMENT AND TRANSFER

ADOPTED: November 5, 1998

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 support employees shall be in accordance with this policy.
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 the jurisdiction of one supervisor to another or involve a transfer from one job classification to another.
23 Pa. CSA 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.
3. Delegation of Responsibility	The Superintendent shall provide for a system of assignment or reassignment that includes voluntary transfers and promotions.
4. Guidelines	Vacancies shall be publicized to all appropriate support employees.  Employees shall be informed of their assignments at the earliest possible date preceding the school year in which such assignment shall be effective.  Negotiated collective bargaining agreements may supersede the provisions of this policy when they prescribe conditions enumerated in or affected by this policy.