

NORTHERN TIER CAREER CENTER

SECTION: EMPLOYEES

TITLE: ASSIGNMENT AND TRANSFER

ADOPTED: June 28, 2012

REVISED:

309. ASSIGNMENT AND TRANSFER	
<p>1. Authority</p>	<p>The assignment and transfer of administrative, professional and support employees within the center shall be determined by the management, supervisory, instructional and operational needs of the center and its programs.</p>
<p>SC 1850.1</p>	<p>The Joint Operating Committee shall approve the initial assignment of all employees at the time of employment and when such assignments involve a move to a position requiring a certificate or credentials other than those required for the employee's present position.</p>
<p>23 Pa. C.S.A. Sec. 6354, 6355</p>	<p>Each applicant for transfer or reassignment shall be required to submit an official child abuse clearance statement unless the applicant is applying for a transfer from one position as a center employee to another position as a center employee and the applicant has already obtained an official child abuse clearance statement.</p>
<p>SC 111 Title 22 Sec. 8.2</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.</p>
<p>2. Delegation of Responsibility</p>	<p>The Administrative Director or designee shall provide a system of assignment or reassignment for employees that includes consideration of requests for voluntary transfers.</p> <p>The Administrative Director may, in considering any assignment or transfer, base the decision on:</p> <ol style="list-style-type: none"> 1. Need to balance various skills among the programs. 2. Changing student population within the center. 3. Impact of proposed assignment on the center's programs. 4. Employee's background, experience and preparation for the position.

5. Employee's success in former positions.
6. Employee's desire for professional growth.
7. Employee's length of service in the center and in the position presently held.
8. Recommendations of the employee's administrative supervisors.
9. 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 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 Joint Operating Committee.

References:

School Code – 24 P.S. Sec. 111, 1850.1

State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq.

Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.