

SUN AREA TECHNICAL INSTITUTE

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: ASSIGNMENT AND TRANSFER

ADOPTED: April 18, 2002

REVISED: December 18, 2014

309. ASSIGNMENT AND TRANSFER	
1. Authority	The assignment and transfer of administrative, professional and support employees within the school shall be determined by the management, supervisory, instructional and operational needs of the school and its programs.
SC 1850.1	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.
23 Pa. C.S.A. Sec. 6344.3, 6344.4	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 school employee to another position as a school employee and the applicant's official child abuse clearance statement is current.
SC 111 Pol. 317	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 criminal background checks required by law. Such applicants shall report, on the designated form, arrests and convictions as specified on the form. Failure to accurately report such arrests and convictions may, subject the individual to disciplinary action up to and including termination and criminal prosecution.
2. Delegation of Responsibility	<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 a decision on:</p> <ol style="list-style-type: none"> 1. Need to balance various administrative skills among the programs. 2. Changing student population within the school.

	<ol style="list-style-type: none">3. Impact of proposed assignment on the school'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 school and in the position presently held.8. Recommendations of the employee's administrative supervisors.9. Administrative and operational efficiency advanced by the proposed assignment. <p>Vacancies shall be publicized to all appropriate employees.</p> <p>Before new employees are sought, requests for transfer to a vacant position will be considered.</p> <p>The request of an employee who voluntarily requests reassignment or transfer shall be honored to the extent that the transfer does not conflict with the instructional programs and operation of the school.</p> <p>Employees shall be informed of their assignments at the earliest possible date proceeding 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 Joint Operating Committee.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 111, 1850.1</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> <p>Joint Operating Committee Policy – 317</p> <p>NOTES:</p> <p>Professional employee includes temporary professional employees.</p>
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