

SECTION: NON-PROFESSIONAL
EMPLOYEES

TITLE: ASSIGNMENT AND TRANSFER

ADOPTED: March 10, 1997

REVISED:

NORTHERN LEHIGH SCHOOL DISTRICT

<p>1. Purpose</p> <p>2. Authority</p> <p>3. Delegation of Responsibility</p> <p>23 Pa. C.S.A. 6301</p>	<p style="text-align: center;">509. ASSIGNMENT AND TRANSFER</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 non-professional employees shall be in accordance with this policy.</p> <p>The Board shall approve the initial assignment of nonprofessional personnel at the time of employment and when such assignments involve a transfer from one job classification to another.</p> <p>The Superintendent shall provide for a system of assignment or reassignment that includes voluntary transfers and promotions.</p> <p>Vacancies shall be publicized to all appropriate non-professional employees.</p> <p>Before new employees are sought, requests for transfer to such positions will be considered.</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>In considering any transfer, the choice shall be based on the employee's success in former positions, the employee's length of service in the district and in the position presently held, and the operational efficiency advanced by the proposed assignment.</p> <p>Employees may not transfer duties from one position to another except that such transfers which are temporary and for good cause may be approved by the building principal.</p> <p>If a non-professional 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 said 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</p>
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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 which is applied to persons who have been laid off.

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