

UPPER BUCKS COUNTY AREA VOCATIONAL TECHNICAL SCHOOL

SECTION: EMPLOYEES

TITLE: ASSIGNMENT AND TRANSFER

ADOPTED: October 16, 2008

REVISED:

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.
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.
2. Delegation of Responsibility	<p>The Administrative Director or designee shall provide a system of assignment or reassignment for all employees that includes consideration of requests for voluntary transfers.</p> <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>Employees shall be informed of their assignments as soon as possible preceding the school year in which the assignment will be effective.</p> <p>This policy shall not prevent reassignment of an employee during the school year for good cause, as determined by the Administrative Director.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1850.1</p>