

# FOX CHAPEL AREA SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: ASSIGNMENT AND TRANSFER

ADOPTED: May 10, 2010

REVISED: February 9, 2015

<p>309. ASSIGNMENT AND TRANSFER</p>	
<p>1. Authority</p>	<p>The assignment and transfer of administrative, professional and support employees within the district shall be determined by the management, supervisory, instructional and operational needs of the schools and the school district.</p>
<p>SC 508, 510</p>	<p>The Board shall approve the initial assignment of all employees at the time of employment and when such assignments involve a transfer from one building or supervisor to another or 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. 6344.3, 6344.4</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 district employee to another position as a district employee of this district and the applicant's <b>official child abuse clearance statement is current</b>. 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 <b>criminal background checks as required by law</b>. Such applicants shall report, on the designated form, arrests and convictions as <b>specified on the form</b>. Failure to accurately report such arrests and convictions may subject the individual to disciplinary action up to and including termination and criminal prosecution..</p>
<p>SC 111 Pol. 317</p>	<p>The Superintendent or designee shall provide a system of assignment or reassignment for district employees that includes consideration of requests for voluntary transfers.</p> <p>The Superintendent may, in considering any assignment or transfer, base the decision on:</p> <ol style="list-style-type: none"> <li>1. Impact of proposed assignment on the educational program.</li> <li>2. Employee's background, experience and preparation for the position.</li> <li>3. Employee's success in former positions.</li> </ol>
<p>2. Delegation of Responsibility</p>	<p>The Superintendent or designee shall provide a system of assignment or reassignment for district employees that includes consideration of requests for voluntary transfers.</p> <p>The Superintendent may, in considering any assignment or transfer, base the decision on:</p> <ol style="list-style-type: none"> <li>1. Impact of proposed assignment on the educational program.</li> <li>2. Employee's background, experience and preparation for the position.</li> <li>3. Employee's success in former positions.</li> </ol>

4. Employee's length of service in the district and in the position presently held.
5. Recommendations of the employee's administrative supervisors.
6. 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.

Requests may be made by a member to transfer to a different position or building when a vacancy exists and shall be filed in writing with the Superintendent stating the reasons for seeking transfer, the building or position sought, and the applicant's qualifications.

Involuntary transfers shall be made at the discretion of the Superintendent, at which time the affected employee shall be notified in writing, setting forth the reasons for such transfer.

Employees shall be informed of their assignments at the earliest possible date 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 Superintendent.

References:

School Code – 24 P.S. Sec. 111, 508, 510

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.

**Board Policy – 317**

**PSBA Revision 11/14**

**2014 PSBA**