

Tyrone Area School District

TITLE: ASSIGNMENT AND TRANSFER

ADOPTED:

REVISED:

509. ASSIGNMENT AND TRANSFER	
1.Purpose	<p>The successful functioning of the district depends in large measure on the proper placement of qualified and competent personnel. Assignment and transfer of classified employes shall be in accordance with this policy.</p>
2.Authority	<p>The Board shall approve the initial assignment of classified personnel at the time of employment and when such assignments involve a transfer from one job classification to another.</p>
3.Delegation of Responsibility	<p>The Superintendent shall provide for a system consistent with the above of assignment or reassignment that includes voluntary transfers and promotions and in which vacancies shall be publicized to all appropriate classified employes. All position openings within the District will be communicated to all employes by memoranda to administrators and all secretaries/aides and custodians. It shall be the responsibility of each administrator to ensure that all personnel under his/her jurisdiction are informed of the position availability. Employes desiring consideration for any position openings should apply directly, in writing, to the Superintendent's or Administrative Assistant's office, with a copy to the immediate supervisor.</p> <p>Employes may be transferred between departments or buildings at the convenience of the administration.</p> <p>In considering any transfer, the choice shall be based on the employe's length of service in the district and in the position presently held, the recommendations of the employe's supervisors, and the operational efficiency advanced by the proposed assignment.</p>