

MORRISVILLE BOROUGH SCHOOL DISTRICT

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: ASSIGNMENT AND TRANSFER

ADOPTED: October 24, 2007

REVISED:

309. ASSIGNMENT AND TRANSFER	
1. Purpose Pol. 008	The assignment and transfer of administrative employees within the district shall be in accordance with the adopted organization chart of the district and shall conform to these guidelines.
2. Authority 23 Pa. C.S.A. 6301 et seq	<p>The Board shall approve the initial assignment of administrative personnel at the time of employment and when such assignments involve a transfer from one building to another or involve a move to a position requiring a certificate or other credentials other than those required for the employee's present position.</p> <p>Current district employees whose transfer from one position to another position within the district results in a change in job classification must submit to the district a valid Act 151 clearance statement.</p>
3. Delegation of Responsibility	<p>The Superintendent shall provide for a system assignment or reassignment that includes voluntary transfers.</p> <p>Vacancies shall be publicized to all appropriate employees.</p> <p>The wishes of the administrator who voluntarily requests reassignment or transfer shall be honored to the extent that the transfer does not conflict with the instructional requirements and best interests of the school district.</p> <p>Administrative staff members shall be informed of their assignments at the earliest possible date preceding the school year in which such assignment shall be effective.</p>