

# NORTHERN WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: ASSIGNMENT AND TRANSFER

ADOPTED: October 20, 2011

REVISED:

309. ASSIGNMENT AND TRANSFER	
1. Purpose	The assignment and transfer of administrative employees shall be in accordance with the administrative and management needs of the center.
2. Authority	The Joint Operating Committee shall approve the initial assignment of administrative personnel at the time of employment.
3. Delegation of Responsibility	The Administrative Director or designee shall provide a system of assignment or reassignment that includes voluntary transfers.
4. Guidelines 23 Pa. C.S.A. 6301 et seq	<p>Current employees whose transfer from one position to another position within the center results in a change in job classification must submit a valid Act 151 clearance statement.</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>Administrative staff members shall be informed of their assignments as early as possible preceding the school year in which such assignment shall be effective.</p> <p>This policy shall not prevent reassignment of an administrative staff member during the school year for good cause.</p>
PA Statute 23 Pa. C.S.A. 6301 et seq	