

# NORTHERN WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PROFESSIONAL EMPLOYEES  
TITLE: ASSIGNMENT AND TRANSFER  
ADOPTED: October 20, 2011  
REVISED:

409. ASSIGNMENT AND TRANSFER	
1. Purpose	The assignment and transfer of professional employees shall be in accordance with the instructional needs of the center.
2. Authority	The Joint Operating Committee shall approve the initial assignment of professional 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 posted in designated areas and publicized to all appropriate employees in accordance with provisions of an applicable collective bargaining agreement.</p> <p>Qualified applicants within the attendance area will be given consideration for any vacancy for which they qualify and choose to apply. The Joint Operating Committee and administration will be searching for the best candidate for each position, however, and will not restrict itself to selecting from within the center.</p> <p>Professional employees shall be informed of their assignments at the earliest possible date preceding the school year in which such assignment shall be effective.</p> <p>This policy shall not prevent reassignment of a professional staff member during the school year for good cause.</p> <p>Negotiated collective bargaining agreements may supersede the provisions of this policy when they prescribe conditions enumerated in or affected by this policy.</p>