

**NORTHERN
WESTMORELAND
CAREER AND
TECHNOLOGY CENTER**

SECTION: NON-INSTRUCTIONAL
EMPLOYEES

TITLE: ASSIGNMENT AND TRANSFER

ADOPTED: October 20, 2011

REVISED:

<p>1. Purpose</p> <p>2. Authority</p> <p>3. Delegation of Responsibility</p> <p>23 Pa. C.S.A. 6301 et seq</p>	<p style="text-align: center;">509. ASSIGNMENT AND TRANSFER</p> <p>The successful functioning of the center depends in large measure on the proper placement of qualified and competent personnel. Assignment and transfer of non-instructional employees shall be made in such a manner as to assure optimum efficiency and economy.</p> <p>The Joint Operating Committee shall approve the initial assignment of non-instructional personnel at the time of employment.</p> <p>The Administrative Director or designee shall provide a system of assignment or reassignment that includes voluntary transfers.</p> <p>The Administrative Director or designee shall, in considering any transfer, base a decision on:</p> <ol style="list-style-type: none"> 1. Employee's success in former positions. 2. Employee's length of service in the center and in the position presently held. 3. Consultation with and recommendation by those administrators and supervisors concerned with the situation. 4. Thorough consideration of the best interests of the center and employee. <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 non-instructional employees.</p> <p>Before new employees are sought, requests for transfer to vacant positions will be considered. Requests shall be made in writing and submitted to the Administrative Director or designee.</p>
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Employees shall be informed of their assignments at the earliest possible date preceding the school year in which such assignment shall be effective.

This policy shall not prevent reassignment of an employee during the school year for good cause.

Negotiated collective bargaining agreements or applicable benefits statements may supersede the provisions of this policy when they prescribe conditions enumerated in or affected by this policy.