

# MORRISVILLE BOROUGH SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES  
 TITLE: ASSIGNMENT AND TRANSFER  
 ADOPTED: November 14, 2007  
 REVISED:

509. ASSIGNMENT AND TRANSFER	
1. Purpose	The successful functioning of the district depends in large measure on the proper placement of qualified and competent personnel. Assignment and transfer of classified employees shall be in accordance with this policy.
2. Authority	The Board shall approve the initial assignment of classified personnel at the time of employment and when such assignments involve a transfer from the jurisdiction of one supervisor to another or involve a transfer from one job classification to another.
23 Pa. C.S.A. Sec. 6301 et seq	Current district employees whose transfer from one position to another position within the school district results in a change in job classification must submit to the district a valid Act 151 clearance statement.
3. Delegation of Responsibility	The Superintendent shall provide for a system of assignment or reassignment that includes voluntary transfers and promotions.
4. Guidelines	<p>Vacancies shall be publicized to all appropriate classified employees.</p> <p>The wishes of the classified employee who voluntarily requests reassignment or transfer shall be honored to the extent that the transfer does not conflict with the operational requirements and best interests of the school district.</p> <p>Employees shall be informed of their assignments at the earliest possible date preceding the school year in which such assignment shall be effective.</p>