

**LUZERNE
INTERMEDIATE
UNIT #18**

**SECTION: ADMINISTRATIVE EMPLOYEES
TITLE: ASSIGNMENT AND TRANSFER
ADOPTED: NOVEMBER 20, 2002
REVISED: JUNE 18, 2014**

309. ASSIGNMENT AND TRANSFER	
1. PURPOSE	The assignment and transfer within the intermediate unit of administrative employees shall be in accordance with the administrative and management needs of the intermediate unit.
2. AUTHORITY SC 963, 964	<p>The Board shall approve the initial assignment of administrative personnel at the time of employment. The final assignment of personnel shall be an administrative recommendation, subject to the approval of the Board.</p> <p>It shall be the responsibility of the Executive Director and designees to provide the best qualified personnel that can be secured for the programs provided by the Intermediate Unit.</p>
3. DELEGATION OF RESPONSIBILITY	<p>The Executive Director or designee shall provide a system of assignment or reassignment that includes voluntary transfers.</p> <p>If it is recognized that convenience in location as to where employees live and opportunities for professional growth are assignment considerations. The following may also be considered when making work assignments:</p> <ol style="list-style-type: none"> 1. Qualifications of the employee. 2. Employee preference. 3. Judgment of the administrator making the assignment. 4. Recommendations from the appropriate district receiving services. 5. Proper certification.
Guidelines 23 PA C.S.A. 6301 et seq	<p>Current Intermediate Unit employees whose transfer from one position to another position within the Intermediate Unit 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>An employee request for transfer shall be considered, with the best interests of the program being paramount.</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

SPECIAL ASSIGNMENTS

Administrative staff shall discharge any special tasks delegated by the Executive Director that may be outside the scope of the division responsibilities previously stated.

