

**LUZERNE
INTERMEDIATE
UNIT #18**

**SECTION: LUZERNE INTERMEDIATE
UNIT EMPLOYEES-
SUPPORTIVE SERVICES**

TITLE: ASSIGNMENT AND TRANSFER

ADOPTED: NOVEMBER 20, 2002

REVISED: OCTOBER 22, 2014

509. ASSIGNMENT AND TRANSFER	
1. Purpose	The successful functioning of the intermediate unit depends in large measure on the proper placement of qualified and competent personnel. Assignment and transfer of classified employees shall be in accordance with the collective bargaining agreement and the operational needs of the intermediate unit.
2. Authority SC 963	The Board shall approve the initial position of classified personnel at the time of employment.
3. Delegation of Responsibility	The Executive Director or designee shall provide a system of assignment or reassignment that includes voluntary transfers and promotions.
4. Guidelines 23 Pa. C.S.A. 6301 et seq	<p>Current employees whose transfer from one position to another position within the intermediate unit results in a change in job classification may be requested to submit to the district a valid Act 151 clearance statement.</p> <p>Vacancies shall be publicized to all appropriate classified employees.</p> <p>Employees shall be informed of their assignments no later than five (5) weeks preceding a transfer.</p> <p>This policy shall not prevent reassignment of an employee during the school year for good cause, as determined by the immediate supervisor.</p> <p>It is recognized that convenience in location as to where employees live and opportunities for professional growth are considerations. The following may also be considered when making work assignments:</p> <ol style="list-style-type: none"> 1. Qualifications of the employee. 2. Judgment of the administrator making the assignment. 3. Recommendations from the appropriate district receiving services. <p>An employee request for transfer shall be considered, with the best interests of the students being paramount.</p>

Promotions

The Board shall maintain a flexible policy of promotion within the unit, or selection of persons outside the intermediate unit, to fill a vacant position.

When qualifications of candidates are equal, it is the intent of the Board that preference should be given to the candidate within the unit.