

NEWPORT SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: ASSIGNMENT AND TRANSFER

ADOPTED: July 22, 2002

REVISED: June 12, 2018

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 the operational needs of the district.
2. Authority	The Board shall approve the initial assignment of classified personnel at the time of employment.
3. Delegation of Responsibility	<p>The Superintendent or designee shall provide a system of assignment or reassignment that includes voluntary transfers and promotions.</p> <p>The Superintendent shall make final decisions concerning assignments after consulting with the principals or supervisor.</p>
4. Guidelines 23 Pa. C.S.A. 6301	<p>Vacancies shall be publicized to all appropriate classified employees.</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> <p>This policy shall not prevent reassignment of an employee during the school year for good cause, as determined by the immediate supervisor.</p>