

**EASTERN  
WESTMORELAND  
CAREER &  
TECHNOLOGY CENTER**

SECTION: EMPLOYEES

TITLE: ASSIGNMENT AND TRANSFER

ADOPTED: FEBRUARY 25, 2015

REVISED:

<p>1. Authority</p> <p>SC 1850.1</p> <p>23 Pa. C.S.A. Sec. 6354, 6355</p> <p>SC 111 Title 22 Sec. 8.2</p> <p>2. Delegation of Responsibility</p>	<p style="text-align: center;">309. ASSIGNMENT AND TRANSFER</p> <p>The assignment and transfer of administrative, professional and support employees within the center shall be determined by the management, supervisory, instructional and operational needs of the center and its programs and shall be done in accordance with applicable contracts.</p> <p>The Joint Operating Committee shall approve the initial assignment of all employees at the time of employment.</p> <p>Each applicant for transfer or reassignment shall be required to submit an official child abuse clearance statement unless the applicant is applying for a transfer from one position as a center employee to another position as a center employee and the applicant has already obtained an official child abuse clearance statement.</p> <p>Each applicant for any position at the center shall be required to submit an official criminal history background check. Such applicants shall report, on the designated form, arrests and convictions as required by law. Failure to accurately report such arrests and convictions may, depending on the nature of the offense, subject the individual to disciplinary action up to and including termination and criminal prosecution.</p> <p>Where not precluded by contract the Administrative Director may, in considering any assignment or transfer, base the decision on:</p> <ol style="list-style-type: none"> <li>1. Impact of proposed assignment on the center's programs.</li> <li>2. Employee's background, experience and preparation for the position.</li> <li>3. Employee's success in former positions.</li> <li>4. Employee's length of service in the center and in the position presently held.</li> <li>5. Recommendations of the employee's administrative supervisors.</li> </ol>
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6. Administrative and operational efficiency advanced by the proposed assignment.

Vacancies shall be publicized to all appropriate employees.

This policy shall not prevent reassignment of an employee during the school year for good cause, as determined by the Joint Operating Committee.

References:

School Code – 24 P.S. Sec. 111, 1850.1

State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq.

Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.