

# STATE COLLEGE AREA SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES  
TITLE: ASSIGNMENT AND TRANSFER  
ADOPTED: February 24, 2003  
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.
3. Guidelines	<p>When a position becomes available, it will be announced on the work area bulletin board for five (5) working days. It will be the responsibility of any interested employee to notify the appropriate Director in writing of his/her interest. The employer has sole discretion to decide if the interested employee is qualified for the position.</p> <p>When the employer promotes or transfers employees, usually within the job, the employer shall consider the following: qualifications, job experience, and seniority.</p> <p>If all of the matters are equal in the sole discretion of the employer, then such reassignment shall be based upon seniority, otherwise on qualifications and experience as determined by the employer.</p> <p>Negotiated collective bargaining agreement provisions may supersede the provisions of this policy when they prescribe conditions enumerated or affected by this policy.</p>