

# Palmyra Area School District

SECTION: CLASSIFIED  
EMPLOYEES

TITLE: ASSIGNMENT AND  
TRANSFER

ADOPTED: November 9, 1995

REVISED: January 11, 2007

509. ASSIGNMENT AND TRANSFER	
1. Purpose	<p>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.</p>
2. Authority	<p>The Board shall approve the initial assignment of classified personnel at the time of employment and when such assignments involve a transfer from one job classification to another.</p>
3. Delegation of Responsibility	<p>The Superintendent shall provide for a system consistent with the above of assignment or re-assignment that includes voluntary transfers and promotions and in which:</p> <ol style="list-style-type: none"> <li>1. Vacancies shall be publicized to all appropriate classified employees.</li> <li>2. Before new employees are sought, requests for transfer to such positions will be considered.</li> </ol> <p>In considering any transfer, the choice shall be based on the employee's length of service in the district and in the position presently held and the operational efficiency advanced by the proposed assignment.</p> <p>Negotiated collective bargaining agreements may supersede the provisions of this policy when they prescribe conditions enumerated in or affected by this policy</p> <p>The following guidelines are to be followed in the resolution of problems concerning the application of contracts:</p> <p>The Board shall be promptly notified of any controversy that arises regarding any error in the salary paid to any employee.</p> <p>The Board shall be notified of any misunderstanding arising from the application of a given contract.</p>

School Code  
511, 522, 1168,  
1177

All classified employees are responsible to the Principal, the Director of Business Affairs and the Superintendent.