

VENANGO TECHNOLOGY CENTER

SECTION: EMPLOYEES

TITLE: ASSIGNMENT AND TRANSFER

ADOPTED: May 4, 2009

REVISED:

309. ASSIGNMENT AND TRANSFER	
1. Authority	<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.</p>
SC 1850.1	<p>The Joint Committee shall approve the initial assignment of all employees at the time of employment and when such assignments involve a move to a position requiring a certificate or credentials other than those required for the employee's present position.</p>
23 Pa. C.S.A. Sec. 6354, 6355	<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>
SC 111 Title 22 Sec. 8.2	<p>Each applicant for transfer or reassignment from a position without direct contact with students to a position with direct contact shall be required to submit an official criminal history background check.</p>
2. Delegation of Responsibility	<p>The Director or designee shall provide a system of assignment or reassignment for employees that includes consideration of requests for voluntary transfers.</p> <p>All transfers requests shall be reviewed by the Director, Chief Administrator and an individual designated by the Director and Chief Administrator.</p> <p>Vacancies shall be publicized to all appropriate employees.</p> <p>Employees shall be informed of their assignments at the earliest possible date preceding the school year in which the assignment will be effective.</p> <p>This policy shall not prevent reassignment of an employee during the school year for good cause, as determined by the Director.</p>

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.