

# HAMBURG AREA SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: ASSIGNMENT AND TRANSFER

ADOPTED: August 24, 2015

REVISED:

	<p style="text-align: center;">309. ASSIGNMENT AND TRANSFER</p> <p>1. Authority</p> <p>SC 508, 510</p> <p>SC 111 Pol. 317</p> <p>2. Delegation of Responsibility</p> <p>20 U.S.C. Sec. 6312</p> <p>The assignment and transfer of administrative, professional and support employees within the district shall be determined by the management, supervisory, instructional and operational needs of the schools and the school district.</p> <p>The Board shall approve the initial assignment of all employees at the time of employment.</p> <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 criminal background checks as required by law. Such applicants shall report, on the designated form, arrests and convictions as specified on the form. Failure to accurately report such arrests and convictions may subject the individual to disciplinary action up to and including termination and criminal prosecution.</p> <p>The Superintendent or designee shall provide a system of assignment or reassignment for district employees that includes consideration of requests for voluntary transfers.</p> <p>The Superintendent, in considering any assignment or transfer, shall assure that low-income students and minority students are not taught at higher rates than other students by unqualified, out-of-field or inexperienced teachers.</p> <p>Vacancies shall be publicized to all appropriate employees.</p> <p>Before new employees are sought, requests for transfer to a vacant position will be considered.</p> <p>This policy shall not prevent reassignment of an employee by administration during the school year for good cause.</p>
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References:

School Code – 24 P.S. Sec. 111, 508, 510

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.

No Child Left Behind Act – 20 U.S.C. Sec. 6312

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