

CARBON CAREER & TECHNICAL INSTITUTE

SECTION: PROFESSIONAL EMPLOYEES

TITLE: ASSIGNMENT AND TRANSFER

ADOPTED: December 16, 2004

REVISED: August 17, 2006, November 19,
2015

REVIEWED: June 19, 2025

	409. ASSIGNMENT AND TRANSFER
1. Purpose	The assignment and transfer of professional employees shall be in accordance with the instructional needs of the school.
2. Authority	The Joint Operating Committee shall approve the initial assignment of professional personnel at the time of employment, as well as subsequent assignments requiring a certificate other than that required for the employee's present position.
3. Delegation of Responsibility	<p>The Administrative Director or designee shall provide a system of assignment or reassignment that includes voluntary transfers.</p> <p>The Administrative Director shall, in considering any assignment or transfer, base a decision on the need to balance various skills, the impact on the educational program of the proposed assignment, , and the educational advantage of the proposed assignment.</p>
4. Guidelines 23 Pa. C.S.A. 6301 et seq	<p>Current employees whose transfer from one position to another position within the school results in a change in job classification may be required to submit appropriate clearances.</p> <p>Vacancies shall be publicized to all appropriate employees.</p> <p>Before new employees are sought, requests for transfer to vacant positions will be considered.</p> <p>Professional employees shall be informed of their assignments no later than thirty (30) days preceding the school year in which such assignment shall be effective.</p> <p>This policy shall not prevent reassignment of a professional staff member during the school year for good cause.</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>

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	In any event, the Joint Operating Committee shall not abrogate any of its management rights.
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