

# CARBON CAREER & TECHNICAL INSTITUTE

SECTION: CLASSIFIED EMPLOYEES

TITLE: ASSIGNMENT AND TRANSFER

ADOPTED: November 18, 2004

REVISED: August 17, 2006, November 19,  
2015

REVIEWED: September 18, 2025

	509. ASSIGNMENT AND TRANSFER
1. Purpose	<p><b>Purpose</b> The successful functioning of the school depends in large measure on the proper placement of qualified and competent personnel. Assignment and transfer of classified employees shall be in accordance with the operating needs of the school and the applicable collective bargaining agreement.</p>
2. Authority	<p><b>Authority</b> The Joint Operating Committee shall approve the initial assignment of classified personnel at the time of employment.</p>
3. Delegation of Responsibility	<p><b>Delegation of Responsibility</b> The Administrative Director or designee shall provide a system of assignment or reassignment that includes voluntary transfers and promotions.</p>
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 classified employees.</p> <p>Employees shall be informed of their assignments at the earliest possible date preceding the school year in which such assignment shall be effective.</p> <p>This policy shall not prevent reassignment of an employee during the school year for good cause.</p>