

<p style="text-align: center;">BLOOMSBURG AREA SCHOOL DISTRICT Policy Manual</p>

Section: ADMINISTRATIVE EMPLOYEES

Title: ASSIGNMENT AND TRANSFER

Date Adopted: August 17, 1981

Date Last Revised: December 16, 2002

309. ASSIGNMENT AND TRANSFER

- .1 The assignment and transfer of administrative employees within the district shall be in accordance with the adopted organizational chart of the district and shall conform to these guidelines.
- .2 The Board shall approve the initial assignment of administrative personnel at the time of employment and when such assignments
 - .21 involve a transfer from one building to another
 - .22 involve a move to a position requiring a certificate or other credentials other than those required for the employee's present position.
- .3 No two employees from any one family may be employed in the district where one of the employees is placed in a position of supervising and evaluating the work of the other employee. "From one family" is interpreted to mean employees living in the same household, plus siblings, children, spouse, parents or in-laws of an employee.
- .4 The Superintendent shall provide for a system consistent with the above of assignment or reassignment that includes voluntary transfers, and in which vacancies shall be publicized to all appropriate employees.
- .5 The Superintendent shall, in considering any assignment or transfer, base a decision on:
 - .51 the need to balance various administrative skills among the schools
 - .52 changing pupil population with the schools of the district
 - .53 the impact on the educational program of the proposed assignment

- .54 the employee's background and preparation for the position
 - .55 the employee's success in former positions
 - .56 the employee's attitude toward change
 - .57 the employee's desire for professional growth
 - .58 the administrative and operational efficiency advanced by the proposed assignment.
- .6 Administrative staff members shall be informed of any change in their assignments no later than July 1 preceding the school year in which such assignment shall be effective.
- .61 Staff members employed after that date shall be so informed as soon as practical.
 - .62 Nothing in this policy shall prevent the reassignment of an administrative staff member for good cause during the school year as determined by the Superintendent.