

**BLOOMSBURG AREA SCHOOL DISTRICT  
Policy Manual**

Section: CLASSIFIED EMPLOYEES  
Title: ASSIGNMENT AND TRANSFER  
Date Adopted: August 17, 1981  
Date Last Revised: June 16, 2003

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**509. ASSIGNMENT AND TRANSFER**

- .1 The successful functioning of the district depends in large measure on the proper placement of qualified and competent personnel. Assignment and transfer of classified employees shall be in accordance with this policy.
- .2 The Board shall approve the initial assignment of classified personnel at the time of employment, and when such assignments involve a transfer from the jurisdiction of one supervisor to another.
- .3 The Superintendent shall provide for a system consistent with the above assignment or reassignment that includes voluntary transfers and promotions and in which vacancies shall be publicized to all appropriate classified employees.
- .4 In considering any transfer, the choice shall be based on:
  - .41 the employee's success in former positions
  - .42 the employee's attitude toward change
  - .43 the operational efficiency advanced by the proposed assignment.
- .5 If a classified employee who has successfully completed a probationary period applies for and receives reassignment to a different classification, she/he shall be considered probationary in the new classification. In the event said employee is unsuccessful during the probationary period in the new classification, she/he shall be entitled to reinstatement to the original classification, if there is a position in such classification that is not filled by a permanent employee. If no position is available, the employee entitled to reinstatement shall be given the same re-employment preference that is applied to persons who have been laid off.