

CHESTER COUNTY INTERMEDIATE UNIT 24

SECTION: EMPLOYEES
TITLE: ASSIGNMENT AND TRANSFER
ADOPTED: JULY 21, 2010
REVISED: AUGUST 19, 2020

309. ASSIGNMENT AND TRANSFER

Policy Section	Policy Description
1. Authority	<p>The assignment and transfer of employees within the Intermediate Unit shall be determined by the management, supervisory, instructional and operational needs of the Intermediate Unit in accordance with the collective bargaining agreement in effect for unionized employees.</p> <p>Legal References: SC 963, 964</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 shall be required to comply with the mandatory background check requirements for criminal history and child abuse..</p> <p>Legal References: SC 111; Title 22, Sec 8.2; 23 Pa. C.S.A. Sec. 6354, 6355; Pol. 317</p>
2. Delegation of Responsibility	<p>The Executive Director or designee shall provide a system of assignment or reassignment for Intermediate Unit employees that includes consideration of requests for voluntary transfers.</p> <p>The Executive Director may, in considering any assignment or transfer, base the decision on:</p> <ol style="list-style-type: none"> 1. Instructional and operational needs of the Intermediate Unit. 2. Employee's background, experience and preparation for the position. 3. Employee's success in former positions. 4. Employee's desire for professional growth. 5. Employee's length of service in the Intermediate Unit and in the position presently held.

<p>3. Guidelines</p> <p>References:</p>	<p>6. Recommendations of the employee's administrative supervisors.</p> <p>The Executive Director or designee shall ensure that Intermediate Unit staff are informed of vacancies occurring in the current staff complement and of newly authorized positions. This will be accomplished by posting notices of job opportunities within the Intermediate Unit. When possible, notices of job opportunities will be published on the Intermediate Unit's web site. Qualified Intermediate Unit staff and qualified external applicants will be considered for appointment to vacancies and newly created positions.</p> <p>Before new employees are sought, requests for transfer to a vacant position will be considered.</p> <p>All employees, upon election to the Intermediate Unit staff, will be given the details of their assignment in writing. Appropriate renewals of assignment will also be given to staff when there is an interruption requiring such notification.</p> <p>This policy shall not prevent reassignment of an employee during the school year for good cause, as determined by the Board.</p> <p>Nepotism</p> <p>No employee shall be promoted, retained or reassigned based on the employee's acquaintance, friendship or other relationship with a member of the Board or an Intermediate Unit employee.</p> <p>No administrator or supervisor of the Chester County Intermediate Unit shall have a relative working within his/her work unit. <u>No direct line of supervision shall exist between any two (2) related persons. No indirect line of supervision within two levels of supervision shall exist between any two (2) related persons.</u></p> <p>No employee shall be assigned or reassigned to a position which requires that employee to supervise or evaluate or be supervised or evaluated by, any other employee who is his/her relative as defined in this policy.</p> <p>For the purposes of this policy, immediate family member and near relatives shall be defined by law.</p> <p>Legal References: SC 1154</p> <p>School Code – 24 P.S. Sec. 111, 963, 964, 1154</p> <p>State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq.</p> <p>Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.</p> <p>Board Policy – 317</p>
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