



Book	Policy Manual
Section	500 Support Employees
Title	Assignment and Transfer
Number	509
Status	First Reading
Adopted	October 4, 1995
Last Revised	August 4, 2014
Last Reviewed	May 21, 2018

### **Purpose**

The successful functioning of the district depends in large measure on the proper placement of qualified and competent personnel. Assignment and transfer of employees shall be in accordance with this policy.

### **Authority**

The Board shall approve the initial assignment of support personnel at the time of employment and shall be provided with notification of all assignment changes.

### **Delegation of Responsibility**

The Superintendent shall provide for a system of assignment or reassignment that includes voluntary transfers and promotions.

1. Vacancies shall be posted ~~via email and on designated bulletin boards, if applicable, for a period of seven (7) calendar days.~~ **electronically.**
2. Before new employees are sought, requests for transfer to such positions will be considered.
3. In considering any transfer, the choice shall be based on the operational efficiency advanced by the proposed assignment.

Last Modified by Mrs Regina Urso on May 18, 2018