



***Center Area
School District***

SECTION: CLASSIFIED EMPLOYEES

TITLE: ASSIGNMENT AND TRANSFER

ADOPTED: MARCH 16, 2006

REVISED:

509. ASSIGNMENT AND TRANSFER	
1. Purpose	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. Authority	The Board shall approve the initial assignment of classified personnel at the time of employment and when such assignments involve a transfer from one job classification to another.
3. Delegation of Responsibility	<p>The Superintendent shall provide for an assignment and transfer system consistent with existing Contractual Agreements or Articles of Assignment:</p> <p style="padding-left: 40px;">Vacancies shall be publicized to all appropriate classified employees.</p> <p style="padding-left: 40px;">Before new employees are sought, requests for transfer to such positions will be considered.</p>