

MIDDLE BUCKS INSTITUTE OF TECHNOLOGY

SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: ASSIGNMENT AND TRANSFER

ADOPTED: July 1, 1991

REVISED:

309. ASSIGNMENT AND TRANSFER	
1.Purpose	The assignment and transfer of administrative employees shall be in accordance with following guidelines.
2.Authority	The Executive Council shall approve the initial assignment of administrative personnel at the time of employment and when such assignments involve a transfer from one position to another or involve a move to a position requiring a certificate or other credentials other than those required for the employee's present position.
3.Delegation of Responsibility	<p>The Director or a designee shall provide for a system of assignment or reassignment that includes voluntary transfers and in which:</p> <p>Vacancies shall be publicized to all appropriate employees.</p> <p>Before new employees are sought, requests for transfer to such positions will be considered.</p> <p>The wishes of the administrator who voluntarily requests reassignment or transfer shall be honored to the extent that the transfer does not conflict with the instructional requirements and best interests of the school.</p> <p>Administrative staff members shall be informed of their assignments at the earliest possible date preceding the school year in which such assignment shall be effective.</p> <p>Nothing in this policy shall prevent the reassignment of an administrative staff member for good cause during the school year, as determined by the Director.</p>