

MIDDLE BUCKS  
INSTITUTE OF  
TECHNOLOGY

SECTION: CLASSIFIED EMPLOYEES

TITLE: ASSIGNMENT AND TRANSFER

ADOPTED: July 1, 1991

REVISED:

	<b>509. ASSIGNMENT AND TRANSFER</b>
1.Purpose	The successful functioning of the School depends in large measure on the proper placement of qualified and competent personnel. Assignment and transfer of classified employes shall be in accordance with policy.
2.Authority	The Executive Council 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 or involve a transfer from one job classification to another.
3.Delegation of Responsibility	<p>The Director or a designee shall provide for a system of assignment or reassignment that includes voluntary transfers and promotions and in which:</p> <p>Vacancies shall be publicized to all appropriate classified employes.</p> <p>Before new employes are sought, requests for transfer to such position will be considered.</p> <p>The wishes of the classified employe who voluntarily requests reassignment or transfer shall be honored to the extent that the transfer does not conflict with the operational requirements and best interests of the school.</p>