

Harrisburg School District	NEPN Code: GDI
Policy Manual	

SUPPORT STAFF ASSIGNMENTS AND TRANSFERS

The Superintendent will make assignments and transfers of support staff members for the efficient operation of the schools. As necessary, he/she will consult with the building Principals and department supervisors on these matters.

Transfers may be initiated by the Superintendent or other administrative officer if it is for the welfare of the employee or the schools. An administrative transfer or reassignment will be made only after a conference between the employee and the Superintendent or respective supervisor, at which time the employee will be notified of the reason for the transfer.

Any employee desiring a transfer in assignment may make a request to his/her supervisor or the Superintendent. The following criteria in order of priority will form the basis for granting the transfer:

1. The qualifications of the employee.
2. The length of continuous service which the employee has with the District.
3. The contribution the employee would make in the new assignment.
4. The opportunity for growth in the position.

Adopted:

Revised: