

SECTION: 300 Employees

TITLE: Assignment &  
Transfer

ADOPTED:

REVISED: November 16,

# THE SCHOOL DISTRICT OF PHILADELPHIA

## 309 ASSIGNMENT AND TRANSFER 2017

### Authority

The assignment and transfer of administrative, professional and support employees within the School District of Philadelphia (“District”) shall be determined by the management, supervisory, instructional and operational needs of the schools and the District in accordance with applicable laws and collective bargaining agreements.

The School Reform Commission (“SRC”) shall approve the initial assignment of all employees at the time of employment.

The assignment or transfer of an employee to a position where the employee’s immediate supervisor would be a relative of the employee is prohibited. For purposes of this policy, relative shall be defined as father, mother, brother, sister, husband, wife, son, daughter, stepson, stepdaughter, grandchild, nephew, niece, first cousin, sister-in-law, brother-in-law, uncle, or aunt.[10]

Each applicant for transfer or reassignment from one position to another shall be required to submit an official child abuse clearance statement, unless the applicant's official child abuse clearance statement is current.[1][2]

### Delegation of Responsibility

The Superintendent or designee shall provide a system of assignment or reassignment for district employees that includes consideration of requests for voluntary transfers.

The Superintendent shall have the authority to assign and reassign all district professional and support employees in accordance with state law and applicable collective bargaining agreements.[5]

The Superintendent or designee, in considering any assignment or transfer, shall assure that low-income students and minority students are not taught at higher rates than other students by unqualified, out-of-field or inexperienced teachers.[6]

The District will make every effort to ensure that vacancies are posted to all appropriate employees.

When administratively possible, employees shall be informed of their assignments preceding the school year in which the assignments will be effective.

This policy shall not prevent reassignment of an employee during the school year for just cause, as determined by the SRC, subject to any applicable collective bargaining agreement.

### **Guidelines**

#### *Head Start Program Staff*

The assignment and transfer of individuals, including district employees, who will work primarily for the Prekindergarten Head Start program shall be in accordance with the policies and procedures approved by the Prekindergarten Head Start Policy Council and the SRC and in accordance with state law and applicable collective bargaining agreements.[\[5\]](#).[\[7\]](#)[\[8\]](#)[\[9\]](#)

### **Legal References:**

1. 23 Pa. C.S.A. 6344.3
2. 23 Pa. C.S.A. 6344.4
3. 24 P.S. 111
4. Pol. 317 - Conduct/Disciplinary Procedures
5. [Philadelphia Home Rule Charter - 12-401](#)
6. 20 U.S.C. 6312
7. 42 U.S.C. 9837
8. 45 CFR 1301.31
9. 45 CFR 1304.50
10. Employee Code of Ethics

### **Related Information:**

- 24 P.S. 510
- 24 P.S. 696
- Philadelphia Home Rule Charter - 12-308
- 22 PA Code 8.1 et seq
- 23 Pa. C.S.A. 6301 et seq