



Book	Policy Manual
Section	ALL EMPLOYEES
Title	Assignment and Transfer
Code	E20
Status	Active
Adopted	May 22, 2014
Last Reviewed	February 12, 2024

Purpose

The assignment and transfer of administrative, professional, and support employees within Springfield School District ("District") shall be in accordance with the instructional needs of the District.

Authority

The Board of School Directors ("Board") shall approve the initial assignment of all employees at the time of employment.[\[1\]](#)[\[2\]](#)

Delegation of Responsibility

The Superintendent or designee shall provide for a system of assignment or reassignment.

Negotiated collective bargaining agreements may supersede the provisions of this policy when they prescribe conditions enumerated in or affected by this policy.

SUPERSEDES: Policy No. 409, Assignment and Transfer
(Adopted November 20, 2003)

DISCLAIMERS:

This policy is superseded by all current federal and state laws and mandates.

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Legal [1. 24 P.S. 508](#)
[2. 24 P.S. 1106](#)