

BOARD POLICY

WESTERN IOWA TECH COMMUNITY COLLEGE

Series Number 400.19

Title All Personnel

Assignment and Transfer

Determining and recommending assignments of all employees is the responsibility of the President, and approval is within the sole discretion of the Board.

Assignment shall be based upon the qualifications of the employee and needs of the College. Personnel will be assigned without regard to race, creed, color, gender, national origin, religion, age, disability, sexual orientation or any other protected basis as defined in Iowa or federal law as amended from time to time.

Changes in assignment may be made at the initiative of the President, other administrative personnel, or at the request of the employee. All such reassignments shall be made with the full knowledge of all parties related to the transfer and shall be reported to the Board.

Assignments, transfers, and reassignments of employees covered by a negotiated master contract shall be in accordance with the terms of that agreement.

Date of adoption 4/9/90

Legal Reference: (Code of Iowa)

Date of last revision 12/11/95

Sections 20.9; 260C; 279.8

Date of current revision 8/13/07

Related Administrative Procedures and Cross References _____

