

## ASSIGNMENT AND TRANSFER

### A. Assignment

The Superintendent/designee shall assign employees to positions consistent with their abilities.

#### 1. Non-licensed:

##### 1. Administrators:

-Assignment of administrative positions shall be based upon leadership skills, scholarship, character, special abilities or skills, and competence.

##### 2. Licensed ~~staff~~Staff:

The Superintendent shall have authority to assign to their respective positions in the schools and departments wherein they have been placed by the School Board, all teachers, supervisors, principals and assistant principals.

##### 3. Classified ~~personnel~~Personnel:

Support staff shall be assigned to positions for which their qualifications best meet the needs of the school division's operations.

### B. Licensed Personnel Reassignments

—The ~~superintendent~~ Superintendent may reassign any teacher, supervisor, principal, or assistant principal for that school year to any school within the division provided no change or reassignment during the school year shall affect the salary of such teacher, supervisor, principal or assistant principal for that school year.

—Continuing contract status acquired by a principal, assistant principal, or supervisor shall not be construed (i) as prohibiting the School Board from reassigning such principal, assistant principal, or supervisor to a teaching position if notice or reassignment is given by the School Board by June 15 of any year or (ii) as entitling any principal, assistant principal, or supervisors to the salary paid him/her as principal, assistant principal, or supervisor in the case of any such reassignment to a teaching position.

—No such salary reduction and reassignment, however, shall be made without first providing such principal, assistant principal, or supervisor with written notice of the reason for such reduction and reassignment and an opportunity to present his/her position at an informal meeting with the Superintendent, the Superintendent's designee or the School Board. Before recommending such reassignment, the Superintendent shall

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consider, among other things, the performance evaluations for such principal, assistant principal, or supervisor. The principal, assistant principal, or supervisor shall elect whether such meeting shall be with the ~~superintendent~~ Superintendent, the ~~superintendent's~~ Superintendent's designee, or the School Board. The School Board, ~~superintendent~~ Superintendent, or ~~superintendent's~~ Superintendent's designee shall determine what processes are to be followed at the meeting. The decision to reassign and reduce salary shall be at the sole discretion of the School Board.

—The intent of this section is to provide an opportunity for a principal, assistant principal or supervisor to discuss the reasons for such salary reduction and reassignment with the ~~superintendent~~ Superintendent, ~~his/her~~their designee, or the School Board, and the provisions of this section are meant to be procedural only. Nothing contained herein shall be taken to require cause for the salary reduction and reassignment of a principal, assistant principal, or supervisor.

As used in this policy, "supervisor" means a person who holds an instructional supervisory position as specified in the regulations of the Board of Education and who is required to hold a license as prescribed by the Board of Education.

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C. Reorganization

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—The Superintendent shall have the authority to reorganize the delivery of services within the school division subject to the concurrence of the School Board. If such a reorganization affects an employee in that his/her position is changed or eliminated, applicable policies such as those relating to reclassification or reduction-in-force will apply.

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—Principals/department heads may staff their locations as permitted by budget and School Board/Superintendent directives. Periodically, the need may arise to change the current staffing structure. Human Resources approval must be gained prior to reassigning any staff member to a different position. In the event that a location/department is overstaffed, the Superintendent/designee may authorize an employee's reassignment to a different location in lieu of reduction-in-force.

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D. Support Staff Transfers for Staff Other Than Licensed Teachers

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—Employees may express interest in other positions within their areas of competence and for which they are qualified by submitting applications for vacancies. Employees should follow the directions for applying listed on the posted vacancies. Hiring managers may contact current principals/department heads/supervisors for references prior to decisions on interviews being made. Human Resources shall be contacted prior to any principals/department heads making any final decisions. Employees may be required to serve another probationary period due to a change in position in accordance with Policy GCN, Performance Review, regardless of the type or level of the new position. Both principals/department heads should work out a reasonable transition plan and transfer date.

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Employees who are on current Performance Improvement Plans are not eligible to transfer without the permission of the Director of Human Resources/designee. Documented performance issues and disciplinary action in the personnel file may be considered by the hiring manager when making hiring decisions.

Adopted: July 1, 1993  
Amended: December 8, 1997; June 26, 2008; March 28, 2013; September 26, 2013; January 22, 2015  
Reviewed: June 24, 2004; March 24, 2005

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Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78, 22.1-293, 22.1-294, 22.1-295, 22.1-297, and 22.1-307

Cross Refs.: GCB, Licensed Staff Contracts  
GCBA, Salary Administration and Position Classification  
GCCB, Nepotism Employment Relationships  
GCD, Recruitment and Selection of Personnel  
GCG, Licensed Staff Probation and Tenure  
GCN, Performance Review  
GCPA, Reduction in Licensed Staff  
GCPAA, Classified Employee Reduction in Force

## TEACHER TRANSFERS

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### A. Voluntary Transfer Requests

The Board acknowledges that teachers may wish to transfer to vacancies in other buildings for professional and personal reasons. Interested teachers should frequently review the County's job postings for opportunities of interest and submit job applications as appropriate. Principals shall give serious consideration to current teachers who apply for vacancies for which they are endorsed within the first three (3) business days of posting prior to considering external candidates; however, there is not guarantee of transfer or interview. Teachers should let their current principals know their interests prior to applying for internal opportunities. Principals may contact other principals for references and review personnel files prior to employment decisions on interviews being made. ~~Transfer requests will be considered for vacancies through June 15. No transfers will be made after that date unless there is agreement between the two principals.~~

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A teacher who is on a current Performance Improvement Plan or will be on an active plan for the upcoming school year is not eligible to apply for a transfer.

A principal shall screen any current continuing contract (tenured) teacher who indicates that school as one of his or her top three (3) locations on a transfer form when the teacher applies for a vacancy for which he or she is endorsed. The deadline for accepting interest forms and the process will be communicated by the Department of Human Resources.

Transfer requests/applications will be considered for vacancies through June 15. No transfers will be made after that date unless there is agreement between the two principals. The Superintendent/designee may limit the number of transfers from a location in a school year to minimize the operational impact.

### B. Involuntary Transfers

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1. The principal has the authority to assign teachers within his/her school staff to best accommodate the needs of students through such assignment. When possible, the principal should take into account the desires of the involved parties along with other pertinent data related to certification and experience.
2. When the need for an involuntary transfer from a school occurs as a result of overstaffing or restructuring of the school or programs within the school, the principal shall make a recommendation to the Superintendent/designee regarding which teacher(s) shall be transferred, based on what he/she/they feels is in the best interests of the school and its students. Unless there are justifiable reasons for not doing so, ~~the least senior teacher within the subject area to be reduced shall be transferred, teachers will be transferred~~ in accordance with Policy GCPA, Reduction in Licensed Staff. ~~Of course, i~~ If a qualified volunteer for the position from within the staff of the school being reduced is willing to be transferred, the matter can be concluded in this manner with the approval of the Superintendent/designee. However, if a vacancy occurs for the upcoming school year, the teacher who was transferred may request transfer back to his/her/their previous school.

Under the direction of the Superintendent/designee, in situations of overstaffing, a school may reduce staff in accordance with Policy GCPA, Reduction in Licensed Staff, in lieu of transfer.

3. When an involuntary transfer to another location is initiated by the administration, the affected staff member may request a personal interview with the Superintendent/designee to discuss the reasons for transfer.

Adopted: July 1, 1993  
Amended: December 8, 1997; June 24, 2004; March 24, 2005; June 26, 2008; September 12, 2013;  
January 22, 2015  
Reviewed: March 28, 2013

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Cross Ref.: GCPA, Reduction in Licensed Staff