

PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS

Principals and other supervisory personnel may submit recommendations to the superintendent for the appointment, assignment, promotion, transfer and dismissal of all personnel assigned to their supervision.

Upon recommendation of the superintendent, the Gloucester County School Board shall place all employees within the various schools and facilities located in the school division. The superintendent has the authority to assign such employees to their respective positions within the school or facility wherein they have been placed by the School Board.

The superintendent may also reassign any such employee for that school year to any school or facility within such division, provided no change or reassignment during a school year shall affect the salary of such employee for that school year. However, no one will be employed in or reassigned to a situation where a family member, as defined in Policy GCCB Employment of Family Members, is directly responsible for that employee's supervision.

Any employee seeking a transfer of assignment to another work location for the next school year must: (a) be certified and qualified to fill the position, and (b) make the request in writing to the superintendent or the superintendent's designee, with copies to the current supervisor, no later than April 1.. This type of request, if granted, will be considered a voluntary transfer. A change of assignment within an immediate work station is the responsibility of the immediate supervisor.

Transfers are generally not open to employees holding an annual contract (three year probation period), or employees on a performance improvement plan. Transfers must be submitted in writing to the Office of Human Resources in accordance with the annual employment intent survey.

A change of assignment within a school/department is the responsibility of the immediate supervisor. The appropriate reports and explanations of these assignments and transfers will be made to the School Board.

ADOPTED: February 8, 1983

REVISED: November 11, 1986
July 1, 1991
October 1, 1996
December 14, 1999
June 8, 2010
September 10, 2013

LEGAL REFERENCES: Code of Virginia, 1950, as amended, §§, 22.1-293, 22.1-295, 22.1-297

CROSS REFERENCES: GA Personnel Policy
GCCB Employment of Family Members