SUPPORT STAFF ASSIGNMENTS AND TRANSFERS	
Support staff operations.	are assigned to positions for which their qualifications meet the needs of the school division's
<b>Definitions:</b>	
	<b>otion</b> - Changing to a different position which has greater compensation and/or asibilities.
Reass	ignment - Involuntary change in position or work location.
Trans	sfer - Voluntary change in work location without a promotion.
they are qual	personnel may apply for a transfer to a position within their area of competence and for which ified. Support staff personnel may be reassigned to positions for which their qualifications needs of the school division.
year unless a	ests from school based support staff for the upcoming year must be made by June 30 of each n exception is approved by the Executive Director of Human Resources, who will consult g and outgoing Principals on the implications of the decision.
Support staff	may seek and obtain promotions at any point during the year.
Adopted: Amended: Amended:	November 17, 1998 December 20, 2012 December 3, 2015
Legal Refs.:	Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78.
Cross Ref:	GA Personnel Policies Goals GD Support Staff GDB Support Staff Employment Status GDG Support Staff Probationary Period

File: GDI

SUPPORT STAFF ASSIGNMENTS AND TRANSFERS 1 Support staff shall be are assigned to positions for which their qualifications meet the needs of the school division's operations. **Definitions:** 7 8 Promotion - Changing to a different position which has greater compensation and/or 9 10 Reassignment - Involuntary change in position or work location. 11 12 13 Transfer - Voluntary change in work location without a promotion. 14 At any time throughout the school year as vacancies occur support staff personnel are entitled to apply for 15 any position within their area of competence and for which they are qualified. Support staff personnel may 16 apply for a transfer to a position within their area of competence and for which they are qualified. Support 17 18 staff personnel may be reassigned transferred to positions for which their qualifications best meet the needs of the school division. 19 20 Transfer requests from school based support staff for the upcoming year must be made by June 30 of each 21 year unless an exception is approved by the Executive Director of Human Resources, who will consult 22 23 with incoming and outgoing Principals on the implications of the decision. 24 Support staff may seek and obtain promotions at any point during the year 25 26 27 November 17, 1998 Adopted: 28 29 Amended: December 20, 2012 30 Amended: December 3, 2015 31 32 Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78. 33 Legal Refs.: 34

**Commented [1]:** With the modifications, except where noted, this is word for word the VSBA model policy.

Commented [2]: Not in model policy

**Commented [3]:** Model policy - May request a transfer

**Commented [4]:** Changed to differentiate between voluntary and involuntary

**Commented [5]:** Not in the model policy. Added to create a process for school-based support staff that minimizes summer changes.

Commented [6]: Not in the model policy, added for clarification.

Cross Ref:

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Personnel Policies Goals

GDB Support Staff Employment Status

GDG Support Staff Probationary Period

Support Staff