

**SUPPORT STAFF ASSIGNMENTS AND TRANSFERS**

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

**Definitions:**

Promotion - Changing to a different position which has greater compensation and/or responsibilities.

Reassignment - Involuntary change in position or work location.

Transfer - Voluntary change in work location without a promotion.

Support staff personnel may apply for a transfer to a position within their area of competence and for which they are qualified. Support staff personnel may be reassigned to positions for which their qualifications best meet the needs of the school division.

Transfer requests from school based support staff for the upcoming year must be made by June 30 of each year unless an exception is approved by the Executive Director of Human Resources, who will consult with incoming and outgoing Principals on the implications of the decision.

Support staff may seek and obtain promotions at any point during the year.

Adopted: November 17, 1998  
Amended: December 20, 2012  
Amended: 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

**SUPPORT STAFF ASSIGNMENTS AND TRANSFERS**

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

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

**Commented [2]:** Consider writing a regulation that documents the existing process.

**Definitions:**

Promotion - Changing to a different position which has greater compensation and/or responsibilities.

Reassignment - Involuntary change in position or work location.

Transfer - Voluntary change in work location without a promotion.

~~At any time throughout the school year as vacancies occur support staff personnel are entitled to apply for any position within their area of competence and for which they are qualified. Support staff personnel may apply for a transfer to a position within their area of competence and for which they are qualified. Support staff personnel may be reassigned~~ transferred to positions for which their qualifications best meet the needs of the school division.

**Commented [3]:** Not in model policy

**Commented [4]:** Model policy - May request a transfer

**Commented [5]:** This is probably too detailed for a policy and differs from the VSBA model. Suggest we write a regulation to describe this process in detail as has already been done for licensed staff. The suggested change makes this policy essentially word for word the VSBA model policy.

Transfer requests from school based support staff for the upcoming year must be made by June 30 of each year unless an exception is approved by the Executive Director of Human Resources, who will consult with incoming and outgoing Principals on the implications of the decision.

**Commented [6]:** Changed to differentiate between voluntary and involuntary

Support staff may seek and obtain promotions at any point during the year.

**Commented [7]:** Not in the model policy. Added to create a process for school-based support staff that minimizes summer changes.

Adopted: November 17, 1998  
Amended: December 20, 2012  
Amended: December 3, 2015

**Commented [8]:** Not in the model policy, added for clarification.

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78.

Cross Ref: GA Personnel Policies Goals  
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