

## SUPPORT STAFF ASSIGNMENTS AND TRANSFERS REGULATIONS

### 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.

### Promotions

Support staff may apply for any open position which would result in a promotion at any time. Internal candidates will be considered along with external candidates during the selection process.

### Voluntary Transfers

#### Timing

1. 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.
2. Transfer requests from central office support staff may occur at any point.

#### Eligibility

Support staff who have completed their probationary period, or will have completed their probationary period prior to transfer, and who are not on a Professional Growth Plan, may apply and interview for positions.

#### Process

Interviews for open positions will be scheduled by Human Resources, and conducted at a date, time and location to be determined by the Department of Human Resources. Vacancies will be posted internally and externally. In order to apply for any transfer vacancy, the employee must forward his/her resume via email to the Principal or Program Manager designated as the recipient.

Principals will review and screen resumes of all applicants and invite the best qualified applicants for an interview. Internal candidates are not guaranteed an interview.

#### Selection and Notification

The selection criteria shall be:

- certification,

- 47 ● evaluations,
- 48 ● experience,
- 49 ● educational preparation,
- 50 ● references,
- 51 ● and the results of an interview which shall be conducted to determine the ability of
- 52 the applicant to satisfactorily perform the duties of the vacant position as described
- 53 in the position job description.

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55 If two or more applicants are equally qualified after completion of the aforementioned

56 criteria, the candidate with the greatest seniority shall be selected.

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58 Support staff who are selected for a transfer will be notified by the Department of Human

59 Resources and will be provided an opportunity to accept or decline the transfer. If more

60 than one school or department selects the same transfer candidate, the candidate will be

61 offered the choice of school assignments.

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63 Transfer candidates interviewed, but not selected, will be notified by the Department of

64 Human Resources when the position has been filled.

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66 **Other Reassignments**

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68 Nothing in this regulation shall prohibit the building principal or supervisor from

69 reassigning a support staff member prior to declaring a position vacant.

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71 The Superintendent or designee shall have the authority to modify or suspend the transfer

72 process based on the needs of the school division.

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74 **Reassignments**

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76 The Superintendent has the authority to assign or reassign employees to any position at any time

77 when, in their judgment, such assignment, even if involuntary on the part of the employee, is in

78 the best interest of the school division. Notification will be made to the employee at the earliest

79 possible date.

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- 81 ● Involuntary reassignments must be approved by the Superintendent through their designee.
- 82 Involuntary reassignments, when known, may be made before vacant positions are posted.
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- 84 a. When reassignment is necessary due to reduction in student enrollment or program
- 85 change, the administration shall give consideration to eligible volunteers and then
- 86 seniority. However, exceptions may be made based on circumstances such as the
- 87 needs of the curricular and co-curricular programs within a particular school, the
- 88 special skills and training of the teacher, endorsement areas, and/or the best interest
- 89 of ACPS. Reassigned support staff are eligible to seek open positions for which
- 90 they are qualified.

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92           b. If an exception is made to using seniority as the primary basis of reduction, the  
93           principal or supervisor making that exception will prepare a written explanation  
94           which must be approved by the Superintendent or designee, and provided to the  
95           affected support staff member.  
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98   Established:   New  
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101   Legal Refs.:   Code of Virginia, 1950, as amended, §§ 22.1-294, 22.1-297  
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103   Cross Ref.:    GDI   Support Staff Assignments and Transfers

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