

PERSONNEL

File: GCI-R

PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS

1. Principals or other supervisory personnel shall submit written recommendations to the Superintendent for the appointment, assignment, transfer or dismissal of any employee under his/her supervision.
2. The Superintendent shall have the authority to assign all personnel to positions for which they are qualified and have been approved by the School Board for hire.
3. The Superintendent may reassign any employee to another location or facility during the school year as long as the reassignment does not result in a reduction of salary for that school year.
4. An adjustment in salary may be made for the following year after notice of the salary adjustment is provided with the notification of employment. The notification must be made by April 15 for the salary adjustment to be made.
5. No reassignment may be made that would result in one employee being placed in a direct line of supervision with a family member.
6. Any staff member who wants to transfer from one position or location to another must provide a written request to the Director of Human Resources with a copy to the current supervisor by April 1.
7. If the vacancy occurs after April 1, the request for transfer must be made in writing within one week of the vacancy announcement.
8. If a transfer request occurs for a position within the same work group or facility, the supervisor is responsible for making the transfer once approved by the Superintendent or designee.
9. The [procedure for requesting a transfer](#) is located on the CCS Human Resources website.

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Legal References: Code of Virginia, 1950, as amended Sections 22.1-293, 22.1-295, 22.1-297

Cross References: GCCB Employment of Family Members