

## PERSONNEL

File: GDI-R

### SUPPORT STAFF ASSIGNMENTS AND TRANSFERS

1. Support staff shall be assigned by the Superintendent or designee to positions for which they are qualified and meet the needs of the school division.
2. Support staff may submit a written request for transfer to any other position for which they are qualified. The procedure for requesting a transfer is located on the CCS Human Resources website.
3. Support staff may be reassigned to other positions in the school division by the Superintendent or designee based on qualifications and the needs of the school division.

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Revised: October 11, 2010  
Revised: August 1, 2011  
Revised: January 9, 2013

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Legal References: Code of Virginia, 1950, as amended Section 22.1-70, 22.1-78

Cross References: GA Personnel Policies Goals  
GD Support Staff  
GDB Support Staff Employment Status  
GDG Support Staff Probationary Period