

## PERSONNEL

### Classified Employees: General Employment Information

#### A. Re-employment

1. Applicants for reemployment shall complete and submit an updated application with the Department for Human Resources.
2. Former employees separated for unsatisfactory performance or misconduct shall not be considered eligible for rehire. Employees who resign in lieu of pending investigation, criminal, civil, administrative, or disciplinary action may also be ineligible for re-employment.
3. Any employee, other than those subject to §§ 22.1-303 and 22.1-294 of the Code of Virginia, as amended, who separates from a full-time position with the School Board for more than 30 calendar days, will be required to begin a new probationary period upon re-employment.

#### B. Leave during Probation

The 18-month probationary period for non-instructional employees may be extended when probationary employees are on any leave with or without pay, including Workers' Compensation, Family and Medical Leave, Long-term illness leave, Military leave with or without pay, or on short-term disability (STD) leave for more than 14 consecutive calendar days.

Extensions include the first 14 days of absence, as well as those days in excess of 14, up to the return to work date.

#### C. Transfers, Promotions, Voluntary Demotions, and Reassignments

1. The Superintendent or designee shall have the authority to assign, reassign, transfer, and promote employees at any time, when in the opinion of the Superintendent or designee, such assignment, even if involuntary on the part of the employee, would be in the best interest of the School Division.
2. An employee may request a lateral transfer after receiving at least one performance evaluation during serving their probationary period; however, the action may not take effect until a suitable replacement is found for the current position held. Thereafter, the employee may accept one transfer per school year.

3. An employee may ~~accept~~ accept a ~~promotion or voluntary~~ demotion during the probationary period; ~~however, the action may not take effect until a transition date has been determined; however, the action may not take effect until a suitable replacement is found for the current position held.~~
4. An employee may accept a promotion during their probationary period; however, a positive written reference from the current supervisor is required, and the action may not take effect until a suitable replacement is found for the current position held.
- 4.5. If an employee transfers to a different position within the School Division with the same job title, the employee shall retain their probationary status. Employees who transfer to a different position, not within the same job title, or who are promoted or demoted to another job title, shall begin a new probationary period of eighteen (18) months.

#### **Related Links**

School Board [Policy 4-1](#)  
School Board [Policy 4-10](#)  
School Board [Policy 4-12](#)

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*Cheryl R. Waddhona*  
9/14/23

*CSL*

APPROVED AS TO  
LEGAL SUFFICIENCY

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11/3/23