

**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
- Amended: June 6, 2024

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