Policy GDJ SUPPORT STAFF ASSIGNMENTS AND TRANSFERS

Issued **2/24**

The superintendent or his/her designee will make district-wide assignments and transfers of support staff members for the efficient operation of the district.

Assignment

All staff members are employed by the district, not a particular school.

The superintendent or his/her designee will assign or reassign support staff members based on the staff member's qualifications, the needs of the district, and the staff member's expressed desires. When he/she cannot meet all three conditions, the superintendent or his/her designee will assign staff in this order:

- first, in accordance with the needs of the district and its students
- second, where the administration believes the staff member is most qualified to serve
- third, as to expressed preference of the staff member

Transfer

The transfer of a support staff member from one school or office to another may be initiated by the staff member, school principal, supervisor, or superintendent. In the case of a transfer initiated by the staff member, and with all other considerations regarding assignment being equal, the administration will grant staff preferences for transfer in order of seniority in the district subject to the approval of the principals and/or supervisors involved.

All transfers require the approval of the superintendent.

Adopted 6/5/00; Revised 9/11/06, 2/5/24

Hampton County School District

FILE: GCK-E HUMAN RESOURCES DEPARTMENT EMPLOYEE TRANSFER FORM

Employee name: _____ **Current assignment:** _____

Current position: _____

Indicate the location you wish to be transferred to.	Please indicate position you wish to be considered for.	List subject area(s) of certification
☐ BES ☐ BHES ☐ EES ☐ FES ☐ HES ☐ VES ☐ EMS ☐ NDMS ☐ EHS ☐ WHHS ☐ EHS OTHER _____		

Years at current location:	Years with HCSD(HSD1/HSD2):
_____ Employee signature	_____ Date

To the supervisor: Employee qualified for a posted position who has completed a transfer request must be interviewed. If interviewed and not selected and another similar position becomes available, the applicant must be reconsidered. Sign and date below at time of interview.

Interview date	Approval status		Location of transfer	Comments:
	☐ Yes	☐ No		

_____ _____
Principal/Supervisor signature **Date**

_____ _____
Director of human resources signature **Date**

_____ _____
Superintendent signature **Date**

Adopted 8/2/22

Hampton County School District