HUMAN RESOURCES

Certificated Personnel

Assignments, Transfers, Promotions, and Reassignments

The procedures set forth in this regulation shall be implemented in a fair and equitable manner, without regard to race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age, marital status, veteran status, disability, genetic information, or any other basis prohibited by law.

Disputes involving the establishment and revision of position classifications; failure to promote; suspension from duties because of decrease in enrollment, or abolition of a particular subject or insufficient funding; hiring, transfer, assignment, and retention of teachers; or the method and means by which the Division’s operations are carried on, are not grievable under Regulation 508.01-1, “Procedure for Adjusting Grievances for Certificated Employees.”

I. Assignments

The Division Superintendent shall have the authority to assign employees to any position at any time, when in his/her judgment, such assignment, even if involuntary on the part of the employee, is in the best interest of the School Division.

II. Transfers

The transfer procedures set forth in this section do not apply to the staffing of new schools, which procedures are addressed in Regulation 511.02-1, “Staffing Procedures.”

A. Vacant positions shall be posted as positions become available. Positions for which current teachers may apply for transfer shall be routinely posted during the Teacher Transfer Period. Special opportunity announcements will be posted as necessary and may be filled by current teacher transfers for the upcoming school year during the same period. For special opportunity postings during the regular academic year, teachers will only be permitted to transfer to these positions at the semester break. In unusual circumstances, exceptions to this procedure may be made with the approval of the Department of Human Resources (DHR).

B. Continuing contract teachers, and probationary teachers who have completed one year of service, are meeting and/or exceeding standard in all performance categories, and have not been placed on a Professional Improvement Plan within
the current school year, may apply and interview for positions in their current active licensure area. A teacher who has received one “Approaching Standard” rating on a Mid-Year Report remains eligible to participate in the transfer process.

C. During the Teacher Transfer Period, eligible teachers seeking a transfer must complete required documents prior to being considered for any posted vacancies or anticipated vacancies in their field. All forms will be forwarded by the immediate supervisor or principal to DHR.

D. Principals will receive notification from DHR of those teachers who are interested in transferring to their school. Principals have the option of interviewing teachers seeking a transfer, or may decline transfer requests and interview new applicants.

E. Teachers who request a transfer and are interviewed but not selected, will be notified by the principal when a position has been filled.

F. Vacancies which occur after the transfer period shall not be filled by teachers under contract unless approved by the appropriate Associate Superintendent(s).

G. Part-time teachers who are meeting and/or exceeding standards in all performance categories may apply for a transfer to full-time positions. A part-time teacher who has received one “Approaching Standard” rating on a Mid-Year Report remains eligible to participate in the transfer process.

H. Teachers with less than (1) year of employment as a teacher in Prince William County Public Schools (PWCS) must have approval from the appropriate Human Resources Supervisor and the principal of the base school in order to apply for a transfer.

I. The appropriate Human Resources Supervisor shall coordinate transfer requests with the principals where vacancies exist.

J. The Division Superintendent, (or designee), shall have the authority to modify or suspend the transfer process based on the needs of the School Division.

III. Promotions to Administrative Positions

Promotional opportunities for teachers are governed by the procedures set forth in Regulation 511.01-1, “Management and Administrative Employees-Selection Procedures.”
IV. **Reassignment of Certificated Personnel**

The School Board, through Policy 511, gives the Superintendent, acting through his/her designee, the authority to reassign teachers at any time, when in his/her opinion such reassignment, even though involuntary on the part of the teacher, is in the best interest of the School Division.

A. Involuntary reassignments shall be approved by the Division Superintendent, (through his/her designee). Involuntary reassignments, when known, may be made before vacant positions are posted.

B. Involuntary reassignments shall not preclude lengthening or shortening of the teacher’s contract nor guarantee continuation of any extra compensation. However, teachers involuntarily reassigned during the effective period of their contract shall be paid the full amount of their contract salary and all benefits for the remainder of the contract period.

V. **Involuntary Reassignment due to Reduction in Student Enrollment or Program Change**

A. When reassignment is necessary due to reduction in student enrollment or program change, the administration shall give consideration to the needs of the curricular and co-curricular programs within a particular school, the special skills and training of the teacher, endorsement areas, performance, seniority, ability to provide multiple services to the School Division, and/or the best interest of PWCS. Teachers subject to reassignment shall be given consideration for available assignments for which they are endorsed and highly qualified. Waivers shall be considered for positions requiring special training, skills, or experience and for staff members who are needed to fulfill the special needs of the school and community. Requests for all waivers shall be submitted to the appropriate Associate Superintendent.

B. Revised allocation adjustments are made to a school’s budget based on actual student membership on September 30 of each school year, and may result in the possibility of teacher reassignments.

C. Teachers reassigned in the previous years due to a reduction in student enrollment or program change, and who apply for a similar vacancy at the school from which they were reassigned, shall contact the appropriate supervisor in DHR for special consideration. Reassigned teachers are eligible to seek a position through the Teacher Transfer Process. All decisions will be made in the best interest of the School Division.
D. Nothing in this regulation shall prohibit the building principal from reassigning a teacher within the building prior to declaring a position vacant.

E. Reassigned teachers shall be assigned to available vacancies in their active assignments provided they are properly endorsed and highly qualified. If no vacancies are available in the teacher’s active assignment, he/she shall be offered an available position in an area for which he/she is endorsed, if a vacancy exists. When a teacher is assigned to work in an endorsement area for which he/she has no recent teaching experience, appropriate professional development activities shall be offered to the teacher.

F. If a teacher refuses reassignment to a position that is offered in an endorsement area for which they are qualified, the teacher shall be considered to have resigned his/her employment with PWCS.

VI. Temporary Assignments

A. A teacher may be reassigned temporarily from classroom duties to duties other than teaching. Such reassignments shall be approved by the appropriate Associate Superintendent at the request of the appropriate administrator. Vacancies that require a teacher on temporary assignment may not be advertised.

B. A teacher who accepts a temporary assignment will not receive extra compensation for performing the duties agreed upon, but shall be compensated at his/her per diem rate of pay for non-contracted days worked.

C. DHR shall coordinate the assignment of all personnel to temporary positions.

The Associate Superintendent for Human Resources, (or designee) is responsible for implementing and monitoring of this regulation.

This regulation and any related policy shall be reviewed at least every five years and revised as needed.