HUMAN RESOURCES

Transfers, Promotions and Reassignment of Classified Personnel

The Division Superintendent shall have the authority to assign, reassign, transfer, and promote employees at any time, when in his/her opinion such assignment, even if involuntary on the part of the employee, would be in the best interest of the School Division.

A. Transfers and Promotions

1. Promotional opportunities shall be advertised throughout the School Division as outlined by policy. Eligible employees may apply for the advertised vacancies.

2. Eligible employees will have a minimum of one year in their current position. The manager may release an employee earlier than one year when a significant upward mobility position becomes available. However, all employees serving an initial probationary period (6 months) shall be ineligible for a transfer.

3. When an employee is promoted to a position in a higher classification, the salary shall be increased to the appropriate grade/step of the new position.

B. Reassignment of Classified Employees

In General:

A decline in student enrollment, organizational restructuring, budgetary deficits, closing of a facility, termination of a special grant, or other conditions, as determined by the School Board, may result in reductions of positions within a particular school, department or program. In such cases, the reassignment of affected classified employees will be based upon affected program and seniority within PWCS.

1. The Superintendent has the right to reassign a classified employee to a vacant position for which they are qualified. The vacant position may be in the same or in a different classification series, line of work, work shift, and/or geographic location. When reassignment is necessary due to reduction in staff or program change, consideration shall be given to the needs of the programs within a particular school or department, seniority, and/or the best interest of the Prince William County Public School Division.
2. Classified employees who are offered reassignment and accept a position of a lower classification will have their salary adjusted to the level commensurate with their new classification.

3. If a classified employee refuses a position that is offered for which they qualify, the employee shall be considered to have resigned his/her employment with Prince William County Public Schools.

4. In the event that a reassignment is necessary, the employee will be notified by their supervisor and reassigned to a suitable vacant position within ninety (90) days of notification. At the conclusion of the 90 day period, if no suitable vacant position has been identified that employee will be subject to the Reduction in Force (RIF) procedures as outlined by regulation.

C. Involuntary Reassignment of Classified Employees

1. Involuntary reassignment of a classified employee to a lower job classification will result in the employee’s salary being adjusted to the appropriate grade/step of the new position.

2. Involuntary reassignment shall be approved by the Superintendent or his/her designee. In consultation with the Associate Superintendent for Human Resources (or designee) and the Level Associate, the Associate Superintendent for Human Resources shall place the involuntary transfer.

The Associate Superintendent for Human Resources (or designee) will be responsible for implementing and monitoring this regulation.

The Associate Superintendent for Human Resources (or designee) shall be responsible for reviewing this regulation in 2011.