

PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS

Principals and other supervisory personnel may submit recommendations to the Superintendent for the appointment, assignment, promotion, transfer and dismissal of all personnel assigned to their supervision.

Upon recommendation of the Superintendent, the Lynchburg City School Board shall place all employees within the various schools and facilities located in the school division. The Superintendent has the authority to assign such employees to their respective positions within the school or facility wherein they have been placed by the School Board.

The Superintendent may also reassign any such employee for that school year to any school or facility within such division, provided no change or reassignment during a school year shall affect the salary of such employee for that school year. However, no one will be employed in or reassigned to a situation where a family member, as defined in Policy GCCB Employment of Family Members, is directly responsible for that employee's supervision.

Employees may seek a transfer of assignment to another work location within the division for a new school year or during the current year with the approval of their immediate supervisor. Transferring employees must submit an application for employment for the open position and will be subject to established hiring policies. Only candidates recommended for hire may transfer. Employees wishing to transfer must notify their supervisor of their desire to apply for other positions. A change of assignment within an immediate work station is the responsibility of the immediate supervisor.

Adopted: June 17, 2014

Revised: February 4, 2020

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-293, 22.1-295, 22.1-297.

Cross Ref: GCCB Employment of Family Members