

Section 7-24.1. Assignment and Reassignment of Personnel; school year reassignments; teachers may request change in assignment. — A. Principals and other supervisory personnel may submit recommendations to the superintendent for the appointment, assignment, promotion, transfer and dismissal of all personnel assigned to his supervision. Upon recommendation of the superintendent, the 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.

B. The superintendent may also reassign any such employee for that school year to any school or facility within the school 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 School Board Policy Section 2-9.3, subsection A, is directly responsible for that employee's supervision.

C. Teachers may request a change of assignment within the areas of their certification. The superintendent is responsible for developing procedures for the handling of voluntary transfer requests. Any employee seeking a transfer or assignment to another work location for the next school year must submit their request by such means as ~~designated by Suffolk Public Schools by no later than July 15 of that calendar year.~~ set forth in regulations promulgated by the school superintendent. This type of request, if granted, will be a voluntary transfer. A change of assignment within an immediate workstation is the responsibility of the immediate supervisor. (Adopted August 10, 1995; Revised June 9, 2016; Ordinance Number 15/16-62; Effective Date: July 1, 2016; Revised August 17, 2017; Ordinance Number 17/18-1; Effective Date: August 17, 2017; Ordinance 23/24-9, Revised/Effective: August 10, 2023)

Legal Authority – Virginia Code §§ 22.1-297 & 22.1-294 (1950), as amended.