

## PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS

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

Upon recommendation of the Division Superintendent, the Portsmouth City School Board shall place all employees within the various schools and facilities located in the school division. The Division 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 Division 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.

Any employee seeking a transfer of assignment to another work location for the next school year must make a request in writing to the Division Superintendent or the Division Superintendent's designee, with copies to the current supervisor. This type of request, if granted, will be considered a voluntary transfer. A change of assignment within an immediate work station is the responsibility of the immediate supervisor.

Adopted: December 19, 1996  
Revised: December 13, 2001  
Revised: May 22, 2008  
Revised: February 6, 2014

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

Cross Ref: GCCB          Employment of Family Members