

TRANSFER OF AUXILIARY PERSONNELDate: February 13, 2007

Personnel in the Columbia County School System are employed by the Board of Education on the recommendation of the Superintendent of Schools and shall be assigned to schools and positions based on the needs of the system. The preferences of employees will be given consideration whenever in the best interest of students and the community.

Positions available in the system for the ensuing year shall be publicly announced to allow anyone interested to have an equal opportunity to apply within a specified time. When all other factors are equal, current employees of the Columbia County School System will be given preference over other applicants.

When auxiliary personnel must be transferred due to changes in programs or to create new schools, the number of positions to be reassigned by job category will be identified. In order to minimize disruption of the learning environment, only positions which must be reduced will be affected. The procedure for identifying auxiliary employees to be reassigned will be on a voluntary basis with preference given to employees with the most seniority in the system. If the required number of volunteers is not attained, then the auxiliary employees with the least seniority will be transferred. **Auxiliary personnel who have received an overall unsatisfactory or three or more needs improvement on their most recent evaluation are not allowed to transfer.**

Seniority is defined as the length of uninterrupted service in the Columbia County School System based on the date of hire, or first day of employment, with the system. In determining seniority in cases where the date of hire is the same, the date of official Board approval shall be the determinant. In cases where both the date of hire and the date of Board approval are the same, then the date of the recommendation for employment shall rule. In cases where all three dates are the same and no volunteers are available, **the person(s) to be reassigned** shall be drawn by lot.

Displaced auxiliary employees **reassigned under this policy shall be required to return to the original school** whenever vacancies occur prior to the beginning of the school year. **Auxiliary personnel displaced for the opening of a new school have the option to return to the original school if a vacancy occurs prior to August 1. Auxiliary personnel who volunteer to transfer to the new school will remain at the new school.** Displaced employees with seniority shall be given the opportunity to return before those with less seniority.

When auxiliary personnel transfers occur after the school year begins due to enrollment changes, the principal has the discretion to minimize the disruption to the school program and may deviate from this policy to displace a more senior auxiliary employee within the affected grade level or subject area. In such cases,

Page 2 of 2- Policy GCM- Transfer of Auxiliary Personnel

the principal must adhere to this policy as closely as possible when circumstances of the situation allow.

All auxiliary personnel who transfer from one category to another category on Columbia County's salary schedules will receive full credit for all experience in Columbia County. Part-time auxiliary personnel who transfer from a part-time position to a full-time position will have their part-time years of experience converted to full year equivalents.

The Columbia County Board of Education policy which prohibits assignments which require the direct supervision of one family member over others of the immediate family will be applied as transfers are requested and finalized. Immediate family is defined as father, mother, brother, sister, son, daughter or spouse of the employee concerned.

PROCEDURE: YES

ADOPTED: 4/14/91

REVISED: 10/27/92, 10/01/97, 8/10/99

Columbia County Board of Education