

KANAWHA COUNTY SCHOOLS ADMINISTRATIVE REGULATION

Transfer--Service Personnel Assigned to Schools

Series: G45A

Reference: W.Va. Code §§18A-2-7, 18A-4-8g

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45.01Reduction. If a determination is made to reduce a service position from a school, the employee assigned to the position to be reduced shall be recommended for transfer. For example, if a half-time kindergarten aide position is recommended to be reduced for the next ensuing school year, the aide currently assigned to the position will be recommended for transfer.

45.02Seniority. Seniority will only be a factor when a reduction is recommended where two or more service personnel are employed in equivalent positions, in which case the least senior employee will be recommended for transfer. For example, if a full-time Custodian I position is recommended to be reduced for the next ensuing school year and the school currently has three full-time Custodians I, the least senior full-time custodian I will be recommended for transfer. Seniority will be determined by the date service commenced with the county within a classification, less any time the employee is willfully absent from employment duties because of a concerted work stoppage or strike or is suspended without pay.