

TYLER COUNTY POLICY: GAO

ADMINISTRATIVE LATERAL MOVEMENT

All professional administrative positions, whether in a school or in the Central Office, are considered lateral positions during a reduction-in-force, except for the position of Superintendent and Treasurer.

One area of administrative employment may contain several job titles and responsibilities. The Superintendent may change the responsibilities and add or remove job titles and responsibilities to an administrative position with mutual consent of the affected administrator. Without mutual consent, the Superintendent must follow Reduction-In-Force or Transfer Procedures.

A lateral administrative move can only be made if the employee holds the required certifications and meets all other qualifications for the position.

When an employee is reassigned to a lateral position following a Reduction-In-Force, the employee must accept the salary and yearly work schedule of the position to which he or she has been assigned.

Assignment to a lateral position will be made on the basis of seniority, West Virginia Certification/Licensure requirements, and the ability to meet the qualifications of the job description for the position.

Individuals in the positions of Superintendent and Treasurer shall have rights of seniority in moving to any other administrative position where certified.

Definitions:

A “lateral” position is defined as an area of employment where one would have access, based upon seniority, certification and qualifications in the event of a reduction-in-force.

“Professional administrative positions” are those which do not meet the definition of classroom teacher or guidance counselor as defined in State Law.

“Seniority” for non-teaching professional personnel for a lateral position is based upon the length of time the employee has been employed by the county in an administrative position.

REFERENCE: School Laws of West Virginia 18A-4-7a; House Bill 2460 (1193); 18-9A-4

DATE: 10/1/18, 3/02/15, 4/2/07, 4/1/96, 11/15/93