

**HUMAN RESOURCES**

**Employment Actions and Records**

**Assignment of Personnel**

This policy supersedes Policy 4230.

**I. PURPOSE**

To authorize the assistant superintendent, human resources, or his or her designee, to establish guidelines for the assignment of personnel and the designation of their work activities.

**II. PROCEDURES AND REQUIREMENTS**

The procedures and requirements related to employee assignments and work activities shall be developed and monitored by the assistant superintendent, human resources.

Legal reference: Code of Virginia, §22.1-297, Assignment of Teachers, Principals, and Assistant Principals by Superintendent

Policy  
adopted: July 1, 1986  
Corrected: March 22, 1994  
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