



## Policy ~~3370~~ 522 – Seniority ~~for~~ of Professional Personnel

Revised policy effective July 1, 2019

*1<sup>st</sup> reading*      May 23, 2019

*2<sup>nd</sup> reading*

*3<sup>rd</sup> reading*

**Statutory authority**      (none)

**Administrative Guidelines**

(none)

### ~~HIRING, ASSIGNMENT, TRANSFER, RIF TERMINATIONS AND RIF RECALLS~~

~~A. — A professional employee shall begin to accrue seniority upon commencement of the employee's duties.~~

~~B. — An employee shall receive seniority credit for each day the employee is professionally employed regardless of whether the employee receives pay for that day except that no employee shall receive seniority credit for any day the employee is suspended without pay pursuant to WV 18A-2-8. An employee who is on an approved leave of absence shall accrue seniority during the period of time that the employee is on the approved leave of absence.~~

~~C. — Any professional employee whose employment with a county board of education is terminated either voluntarily or through a reduction in force shall, upon reemployment with the same board of education in a regular full-time position, receive credit for all seniority previously accumulated with the Board of Education at the date the employee's employment was terminated.~~

~~D. — Any professional employee whose employment has been terminated through reduction in force and whose name is on the preferred recall list shall retain all accumulated seniority for the purpose of seeking reemployment with the county from which s/he was terminated.~~

~~E. — Any professional employee employed for a full employment term but in a part-time position shall receive seniority credit for each day of employment prorated to the proportion of a full employment day the employee is required to work. Should a part-time position be scheduled for work on less than five (5) days per week, seniority shall be pro-rated in relation to the weekly schedule, provided that nothing herein allows a regular full-time employee to be credited with less than a full day of seniority credit for each day the employee is employed by the Board, provided, however, that this calculation of seniority for part-time professional personnel is prospective and does not reduce any seniority credit accumulated by any employee prior to May 26, 1993. For the purposes of this policy a part-time employee shall be defined as an employee who is employed less than three and one-half (3 ½) hours per day or less than two and one-half (2 ½) days per week.~~

~~F. — When filling guidance counselor positions seniority shall be calculated on the basis of experience in the relevant grade levels of the certification required.~~

~~G. — [If the County awarded seniority credit to substitute teachers prior to August 31, 1990] Seniority earned as a substitute prior to August 31, 1990 shall be included within the calculation of seniority.~~

~~H. — The Board Superintendent shall annually maintain on the first day of July publish a list of all professional personnel employed, indicating areas of certification and seniority. It is the responsibility of all professional employees to verify the accuracy of the published information and to request any corrections. Erroneous information will be promptly corrected. However, personnel decisions, relying on erroneous information, will not be rescinded on behalf of an employee who failed to provide notification of erroneous~~

information in a timely manner. These lists shall be posted on the Board's website and shall be updated regularly but at least once per year on or before July 1.

Seniority of professional personnel shall be quoted as a total number of years, or fraction thereof, employed by this Board in each area of seniority. Each person shall earn a day of seniority for each and every day in which he / she is employed and engaged in the duties of his / her position. If he / she is not employed and engaged in his / her duties for the entire contract term assigned to his / her position during a particular school year, his / her seniority earned for that school year shall be the calculated as the number of days of seniority earned in that position divided by the number of days in the entire contract term for that position during that school year. If he / she holds multiple positions in the same seniority area during a school year, he / she shall earn a total amount of seniority in that area equal to the sum of each fraction of a year earned in each such position.

Pursuant to state law, lists of seniority shall be maintained in the following areas:

1. Classroom Teacher
2. Administrative
3. Counselor
4. School Nurse
5. School Psychologist

If also properly licensed, certified, or both, as a classroom teacher, professional personnel in Administrative positions shall also earn seniority as Classroom Teachers concurrent with earning seniority for Administrative positions, except that the total number of days in a given school year used to calculate a fraction of a year of Classroom Teacher seniority shall be the same as the normal contract length for classroom teachers in this County.

~~WV Code 18A-4-7a, 18A-4-7b~~