

POLICY	BOARD OF EDUCATION OF FREDERICK COUNTY, MARYLAND	
CHANGE IN EMPLOYEE STATUS FOR SUPPORT PERSONNEL		Section 321
321.1 Transfers 321.2 Administrative Transfers 321.3 Resignations 321.4 Duties	Adopted: 1/11/06 Reviewed: 12/14/05	

321.1 Transfers

A support employee desiring a transfer must submit a transfer request in writing to the Division of Human Resources. The request will be forwarded to the appropriate administrator when a vacancy develops. The Division of Human Resources, in cooperation with the administrator, shall authorize transfers.

321.2 Administrative Transfers

The appropriate director or associate superintendent, with the concurrence of the superintendent, may involuntarily transfer support employees as the needs of the schools require.

321.3 Resignations

Support employees resigning from service should submit a resignation in writing, stating the effective date of departure. The original should be sent to the appropriate human resources personnel. One (1) copy should be sent to the immediate supervisor. It is an expectation that support employees will provide a two (2)-week notice prior to resigning. Exceptions may be granted for extenuating circumstances by the Division of Human Resources.

321.4 Duties

Written job descriptions shall be available to the support employee by contacting the Division of Human Resources. The Division of Human Resources shall approve all support employee job descriptions.