

**Some Deadlines For County Board Personnel Actions  
(Always consult appropriate statutes for details)**

**On July 3, 2017**, the board must make available to all employees, by electronic or other means, a list of all professional personnel employed, showing their certifications and seniority. *West Virginia Code § 18A-4-7a(s)*.

**If, before August 1, 2017**, the reason for an employee's reduction in force or transfer previously approved in 2017 no longer exists as determined by the board, the board must, with certain exceptions, rescind the action under the rules of *West Virginia Code §§ 18A-4-7a(k)(5) or 18A-4-8b(k)*.

**On or before September 1, 2017**, the board must post at each school or working station current seniority lists of each service employee classification. *West Virginia Code § 18A-4-8g(f)*.

**On or before September 29, 2017**, if actual student enrollment in a grade level or program, unforeseen on or before May 1, 2017, allows the assignment of fewer professional or service employees to or within a school under certain pupil-teacher ratio, class size or caseload standards, the board may reassign the least senior certified or classified surplus personnel to another grade level or program in the same school, or to another school, if needed there to comply with any such standard. *W. Va. Code § 18A-2-7(e)*. (This is arguably a conservative version of the deadline. See the statute and Section 9 of State Board Policy 5000 for notice and hearing requirements that precede the vote and other details.)

**On or before January 16, 2018**, the board must post at each school or working station current seniority lists of each service employee classification. *West Virginia Code § 18A-4-8g(f)*.

**On or before March 1, 2018**, a classroom teacher may give written notice of retirement, to take effect at the end of the school year, so as to be paid the \$500 state bonus for early notification of retirement. *West Virginia Code § 18A-2-2(g)(1)*. This is also the deadline for other professionals, and for service employees, to give early written notice of retirement, to take effect at the end of the school year, in order to receive any county bonus for early notification of retirement. *West Virginia Code § 18A-2-5a*.

**On or before April 2, 2018**, the superintendent must provide written notice to professional and service employees who are being considered for transfer. *West Virginia Code § 18A-2-7(a)*. (See the statute for time within which any statements of reasons must then be given and any hearing requests must then be made.)

**On or before May 1, 2018**, a teacher or service employee may initiate termination of a continuing contract by written resignation, to take effect at the close of the school year. *West Virginia Code §§ 18A-2-2(c)(1)(B) or 18A-2-6*.

**On or before May 1, 2018**, a professional or service employee's continuing contract may be terminated by a majority vote of the full membership of the board, to take effect at the close of the school year (as in a reduction-in-force). *West Virginia Code § 18A-2-2(c)(1)(A) (professionals); West Virginia Code § 18A-2-6 (service employees)*. (See the statute for notice and hearing requirements that precede the vote.)

**On or before May 1, 2018**, the board must conduct a hearing for any employee who has requested one regarding his or her proposed transfer, and the superintendent must furnish the board with a written list of teachers and other employees to be considered for transfer for the ensuing school year. *West Virginia Code § 18A-2-7(a),(b)*. (See the statute for requirement of subsequent notice to such employees.)

**On or before May 1, 2018**, the superintendent, at a board meeting, must provide the board with a written list of all probationary teachers and service personnel that the superintendent recommends to be rehired for the ensuing school year. The board must act upon the superintendent's recommendations at the same meeting. *West Virginia Code § 18A-2-8a*. (See the statute for requirement of subsequent notice to probationary employees not listed, and for provisions regarding subsequent hearings.)