

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

If, before August 1, 2025, the reason for an employee's reduction in force or transfer previously approved in 2025 no longer exists as determined by the board, the board must, with certain exceptions, rescind the action under the rules of *W. Va. Code §§ 18A-4-7a(m)(6) or 18A-4-8b(k)*.

On or before September 1, 2025, the board must post at each school or working station current seniority lists of each service employee classification. *W. Va. Code § 18A-4-8g(f)*.

On or before September 30, 2025, if actual student enrollment in a grade level or program, unforeseen on or before May 1, 2025, 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 15, 2026, the board must post at each school or working station current seniority lists of each service employee classification. *W. Va. Code § 18A-4-8g(f)*.

On or before March 2, 2026, 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. *W. Va. 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. *W. Va. Code § 18A-2-5a*.

On or before April 1, 2026, the superintendent must provide written notice to professional and service employees who are being considered for transfer. *W. Va. 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, 2026, 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. *W. Va. Code §§ 18A-2-2(c)(1)(B) or 18A-2-6*.

On or before May 1, 2026, after conducting any hearings requested by employees, the board, by majority of its full membership, may terminate the continuing contracts of professional or service employees, to take effect at the close of the school year (as in a reduction-in-force). *W. Va. Code § 18A-2-2(c)(1)(A) (professionals); W. Va. Code § 18A-2-6 (service employees)*. (See the statute for notice and hearing requirements that precede the vote.)

On or before May 1, 2026, after the board conducts any hearings requested by employees, 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. *W. Va. Code § 18A-2-7(a),(b)*. (See the statute for requirement of subsequent notice to such employees.)

On or before May 1, 2026, 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. *W. Va. Code § 18A-2-8a*. (See the statute for requirement of subsequent notice to probationary employees not listed, and for provisions regarding subsequent hearings.)