



Process Name: **HQC/RC Assignments**

Date Created: **May 2011**

Created By: **HQC**

Review/Revision Date:

1. The following considerations are taken into account in the HQC/RC annual assignments:
  - ✓ Number of Learners the RC would like to contract with
  - ✓ Support Status Level of Learners in the RC Learner pool
  - ✓ Known level of support generally needed by the RC from the HQC
  - ✓ Number of years the RC has been with DVHCP
  - ✓ Personality and communication styles
2. The HQC group will obtain information regarding the number of Learners each RC is looking to contract with for the following year. It would be ideal to have estimates in the beginning of May.
3. \*The Assistant Director will inquire for requests to change HQC/RC assignments and relay the names to the HQC group.
4. \*The HQCs will decide if there is a need to change any current RCs which they have.
5. When all information has been obtained, the HQC group will establish assignments for the next year by the end of May.
6. New HQC/RC assignments will be announced in June and become effective July 1.

\* The request for a change will not be used in regard to employee performance.