

ARTICLE VIII

Transfers and Reassignments

- A. Transfers - A transfer is movement of a professional employee from one school center, ~~they~~-cost center, or operation to another.

Voluntary:

1. Requests by a professional employee for transfer to a different school center and/or cost center may be made to the Superintendent/designee, in the same manner as applying for a vacancy by using the Human Resources website at any time. The district Human Resources Department will, by scheduled appointments, provide assistance for entering data for on-line application in the district office building.

2. Any full time SJCS D instructional employee with a contract and/or position that is continuing through the next school year seeking a lateral move from one certified position to another (no change in pay grade) and has received a satisfactory (effective or highly effective) evaluation may apply for an Early Voluntary Transfer.

Required steps for *early* voluntary transfer consideration:

- i. Instructional employee completes and submits an Early Transfer Request form by the designated deadline *(the last day of Quarter 3)*.
- ii. The desired schools to which the instructional employee is requesting a transfer ~~to~~ should be listed by priority/preference or by selecting number 5, any of the above on the submitted form. Please note: Grade/subject position assignments are at the discretion of the receiving principal.
- iii. Instructional employees are required to attach an updated resume and a copy of their current teaching certificate with their "Early Transfer Request" form. The resume will be made available to the prospective principals on the employee's desired schools ~~on a prioritized list~~.
- iv. ~~Instructional employee informs Human Resources of their intent or interest to transfer.~~
- v. Submitting a transfer request *guarantees the employee an interview at each of their preferred schools provided there is an opening in their certified subject and/or grade* ~~does not mean the employee will automatically receive an interview, a transfer, or specific assignment desired.~~
- vi. When a transfer offer is made, candidates will be asked to accept or decline the offer in writing (email is appropriate) within ~~one~~ two business days (48 24-hours).
- vii. Instructional employees will only be allowed to transfer via the Early Transfer Process one time during the transfer window (~~February 28 - June 30th~~ *March-July 15*) Once a transfer is made, the instructional employee's form is filed, and their name removed from the early transfer list.

Vacancies:

All instructional employees are encouraged to complete and submit an Early Transfer Request even if vacancies of interest are not available or known. This will ensure the instructional employee is considered should a vacancy occur prior to ~~June 30~~ *July 15*. ~~There are no exceptions to add employees after the application deadline.~~

- i. Not all vacancies will be known at the beginning of the transfer window.
- ii. Instructional employees who submit their completed Early Transfer Request form on or before the deadline remain eligible for a voluntary transfer to their desired schools through *July 15th* ~~June 30~~.
- iii. All vacancies are subject to confirmation of an allocated position at desired school.

iv. Instructional employees looking to interview for new schools must follow the guidelines in Section D of this MOU Article for the opening of the new schools.

Note: It is recommended that the employee notify the principal/administrator of any desired school stated on his/her form once a position has been offered, and they have accepted at another school.

Timelines:

- ~~February 15 – March 5~~ – The first day of Quarter 3 - the last day of Quarter 3 – Voluntary Early Transfer Process and Transfer Request forms will be made available to all instructional personnel via email, flyers, district website, building level administrators, and from SJEA.
- Last Day of Quarter 3 – Completed transfer request forms with required documents ~~must be received by~~ are due at the Human Resources Dept. ~~by 5 PM to be considered for an early transfer for the following school year.~~ It is recommended the instructional employee informs their current principal/administrator of their intent to transfer. *Instructional employees will receive verification that their Early Transfer Form has been received in Human Resources by email. Completed Transfer Request Form and required documents can be sent by interoffice mail, scanned and sent by email, or dropped off at Human Resources on or before the last day of Quarter 3 5, by 5 PM.
- ~~March 22 – April 16~~ – The first day of Quarter 4- July 15 Principals conduct interviews for known or anticipated vacancies. Principal/administrator contacts instructional employees ~~whom they would like to interview~~ from the Early Transfer Request list for interviews. Note: Eligible instructional employees are not guaranteed interviews by any desired schools listed.
- ~~April 19 – May 7~~ – Internal Transfer Requests submitted to Human Resources by hiring authorities for approval. Principals interested in candidates they have interviewed must contact the current principal for a reference prior to offering a position.
- ~~May 10 – June 30~~ – Any new vacancy that occurs after May 10, the principal will consider and hire first interview off of the Early Transfer List. Additional instructional employee interviews may be conducted with instructional employees on the Early Transfer List. Instructional employees who submitted their name for a transfer remain on the Early Transfer Request List through July 15th, June 30th.
- Positions will be posted after an internal candidate is not chosen from the Early Transfer List. At this time, an instructional employee who may not have put their name on the Early Transfer List may apply via the online application (Applitrack).
- ~~July 1st – October 8~~ – No Limited Transfer Period: July 16th - October 1st Interviews are limited to external applicants with exception when it would be a lateral (impacts beyond the classroom) move for an internal instructional employee who would be moving into an Guidance Counselor, Media Specialist, or Dean Position. The instructional employee will not be allowed to transfer until once a replacement teacher is secured and ready to take over the classroom from which the instructional employee is leaving.
- ~~October 11 through~~ October 2nd - the first day of Quarter 3 first day of the next transfer period - All instructional employees will be allowed to be recommended for open positions within the district. The instructional employee will be allowed to assume their new position within a three (3) week time frame, will not be allowed to assume their new position until the replacement teacher's start date is established in Applitrack for the class who they will be taking over. The principal will post the position within 48 hours and conduct interviews directly following the posting period.

Involuntary:

1. In making transfers, district-wide seniority, along with certification and qualifications (training, experience, and teacher evaluation), shall be the determining factors. When involuntary transfers are necessary, lists of vacant positions in other schools shall be made available to all teachers being transferred. In filling such positions, the professional employee's preference shall be considered.

2. If the professional employee is involuntarily transferred, they shall have the opportunity to meet with the Superintendent or designee prior to Board action being taken on the transfer. It is the sole responsibility of the employee to request this meeting with the Superintendent within 5 workdays of the transfer notification. The date of the meeting will be mutually agreed upon. After review by the Superintendent, transfers shall be effective with notice of no less than 5 workdays to the professional employee involved. In the event this occurs after the first day of students for the current school year, please reference Article IX Section D.

B. Reassignment Within a School - A reassignment is the change of a professional employee's regular teaching duties or major change in responsibility if not a classroom teacher within a school center or cost center operation.

The parties recognize that, in order to meet the staffing needs and legal responsibilities of the district, it is necessary, at times, for the Principal to reassign a professional employee within a certification area. Any appropriate request for reassignments will be considered first, provided the individual meets the requirements and qualifications of the requested assignment.

A professional employee will be given written notification at least 5 days prior to the reassignment. ~~given as much advance notice of a reassignment as possible in keeping with the needs of the specific school or district.~~ The professional employee may request a meeting with the Superintendent, or their designee, to discuss said reassignment, after which the final outcome of the meeting will be official. In the event this occurs after the first day of students in the current school year, reference Article IX Section D.

C. Transfers and Reassignment procedures shall not in any way prohibit the Board from making needed staffing changes during the reorganization of school centers or from providing an adequate, qualified, efficient, and diversified staff, as determined by the Board, in each school. The Superintendent makes determinations of what is adequate, qualified, efficient and diversified and makes recommendations to the Board for official action. Appeals are outlined in A (4) above.

D. When it is necessary to transfer teachers due to the opening of a new school(s), or impact of a school(s), 80% of the approved (Staffing Committee) positions for the new school may be posted internally to the entire district through the district's online application system (Applitrack). The positions that will be included in the 80% will be identified by the new school's principal prior to posting, and a written copy will be provided to Human Resources. Changes to the listing may occur; however, changes may not exceed the 80% rule. Any changes must be submitted to Position Control in writing.

Interviews and hiring will be conducted when the postings close ~~and process~~. Interviews will be conducted for all internal applicants at the schools directly affected. Additional interviews for other internal teachers who apply will be held at a school geographically located to their current school. ~~written procedures shall be established by the Board with input by the SJEA President. All procedures shall be agreed upon and signed by the District and SJEA no later than four (4) months prior to the commencement of the process the procedure will include the following:~~

- ~~1. All active and qualified employees, regardless of contract status will be eligible to apply.~~
 - ~~2. The district will adhere to state laws regarding veterans' preference.~~
 - ~~3. The length of time for each posting will be determined by SJCSO, but be no less than 3 days. The District will notify the SJEA President of the decided #number of days.~~
 - ~~4. To be considered for a vacancy, current employees must have completed an online updated application, select and submit for the vacancy online and must be qualified on the specific posting.~~
- ~~Multiple hires may be made from each posting where possible. For example, three grade 1 teachers may be hired from one posting provided the costing lines are the same.~~

- i. All reposting requests will be initiated via email to Human Resources after the interviews for original postings have been exhausted.
- ii. Filling the remaining 20% of the positions allocated for the new school will revert back to the normal hiring practices and will take place during and after budget meetings.
- iii. Affected school principals (those losing positions) will recommend to all current employees that they should apply for new positions posted for the new school, if interested. The affected school principals should recommend that all employees apply for positions at the new school.*
- iv. Budget meetings for affected schools will be scheduled early in the budget process.
- v. School principals of the new school will review hires with Human Resources prior to any recommendations made in the online system before any confirming conversations with the sending school and the applicant. This is for the purpose of monitoring the number of staff (up to 80%) moving from locations including those affected by rezoning the new school. The principal will hire more than 50% of their staff from the affected school(s). Principals will complete their 80% hiring no later than February prior to the school's opening.

Other Processes (A-C)

- A. All negotiated contract languages (SJEA, ~~Article VIII~~, Article XI, agreed upon MOU's), in regards to transfers will be honored.
- B. If, after all positions have been filled and there are positions that must still be reduced at schools affected by rezoning for the opening of the new school, PSC teachers will be involuntarily transferred to open positions in the District. Affected rezoned schools will see a reduction in staff and should make this clear to their staff prior to January of the school's opening that an involuntary transfer may be a possibility.
- C. ~~All provisionally effective and highly effective annual contract teachers who were non-appointed for FTE purposes from schools affected by rezoning will be afforded interviews in accordance with the contractual transfer process and within their certification areas through the end of preplanning of the school's opening.~~ Non-reappointed employees hired after August September 15th will have a break in service and will be required to be processed as a new employee.

Academy Exception: If there are unique academy offerings at the new school, there is a need to post these positions in November, prior to the school opening to find individuals with the proper credentials to support/build the new academy programs. Academy teaching positions will post internally in November out of the 80% approved positions. If any of the positions cannot be filled with internal candidates, then the new school will post externally using the remaining 20% allocation. The number of positions filled from the 20% allocations for academy teachers will be added to the 80% positions to be filled internally.