

TA 9/25/23
Sage

ARTICLE VIII
Transfers and Reassignments

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

Voluntary:

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 web site at any time. The district Human Resources Department will, upon request ~~by scheduled appointments~~, provide online application assistance. ~~for entering data for on-line application in the district office building.~~

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, he 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, 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 five (5) days prior to the reassignment. ~~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 for 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), ~~SJEA and SJCSD will negotiate the impact. 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 SJCSD, 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.~~