

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~~ **online application system** at any time. The district Human Resources Department will, upon request, provide online application assistance.
- ~~2. Any full time SJCSD 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 Transfer.~~
2. An employee may apply for a Transfer starting with the posting of any positions for the next school year and ending on the last work day in May in accordance with the Board approved non-bargaining calendar in effect at the time the employee's Transfer application is submitted ("Transfer Window.")
3. An employee seeking a Transfer shall complete the District's online application and shall apply for each vacancy for which they wish to be considered.
4. After the last work day in May an employee requesting a Transfer outside the Transfer Window must make a written request to both principals (current and hiring). If both principals agree to the transfer request, the employee must receive final approval from Human Resources.

~~Required steps for Early voluntary Transfer consideration:~~

- ~~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 the following school year.~~
- ~~i. Instructional employee completes and submits an Early Transfer Request form by the designated deadline (the last day of February)~~
 - ~~ii. Instructional employees are required to update their profile in the online application system.~~
 - ~~iii. Instructional employees should inform their current principal/administrator of their intent or interest to transfer.~~
 - ~~iv. 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.~~
 - ~~v. If an employee is not selected for an early transfer, their name will remain on a list for principals to pull from for hiring for the following school year.~~
 - ~~vi. When a transfer offer is made, candidates will be asked to accept or decline the offer in writing (email is appropriate) within two business days (48 hours).~~
 - ~~vii. Instructional employees will only be allowed to transfer via the Early Transfer Process one time during the early transfer window (February 28 March 29th the month of March) Once~~

~~a transfer is made, the instructional employee's request is removed from the Early Transfer Process.~~

Timelines:

- ~~◆ February 2 – February 28, 2024 The month of February Voluntary Early Transfer Process and Transfer Request will be made available to all instructional personnel.~~
- ~~◆ March 1 – March 29, 2024 The month of March Principals conduct interviews for known or anticipated vacancies from the Early Transfer List. Principal/Administrator contacts instructional employee(s) whom they would like to interview from the Early Transfer Request Process. Note: eligible instructional employees are not guaranteed interviews by any desired schools listed.~~
- ~~◆ March 30 – June 30, 2024 April – the start of the following school year – Positions will be posted internally and externally after an internal candidate is not chosen from the Early Transfer Process. At this time, an any instructional employee may apply via the online application system.~~

Involuntary:

3. 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.
 4. 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. 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), 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.~~ 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. 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 Associate Superintendent of Human Resources in writing.~~

~~Interviews and hiring will be conducted when the postings close .-and are processed.~~ Interviews ~~will~~ should 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 ~~or virtually.~~

- i. Prior to ~~January~~ February of the school's opening, the affected school(s)' principals ~~or district Human Resources~~ should recommend that all employees apply for positions at the new school(s) ~~because the school could see a~~ due to possible reduction in staff and an involuntary transfer may be a possibility.
- ii. Filling the remaining 20% of the positions allocated for the new school will revert to the normal hiring practices ~~and will take place during and after budget meetings.~~
- iii. The principal will hire more than 50% ~~(of the original 80% allocation)~~ of their staff from the affected school(s). Principals will complete their 80% hiring no later than ~~February~~ the last work day in February prior to the school's opening.
- iv. If there are instructional positions that must still be reduced at schools affected by rezoning, the district will involuntarily transfer them to open positions. All negotiated contract language regarding vacancies ~~and reduction in force~~ will be honored. (Articles XII and XIII)
- v. ~~All provisionally effective and highly effective instructional employees who were non-appointed from schools affected by rezoning will be afforded interviews in accordance with the transfer process and within their certification areas through the start of the following school year.~~ Non-reappointed employees hired after August 30th 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.~~