

ARTICLE VIII

Transfers and Reassignments

- A. Transfers - A transfer is movement of a professional employee from one school center, cost center 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 online application system at any time. The District's Human Resources Department will, upon request, provide online application assistance.
2. The District will open an **Early** Internal Transfer application for current instructional employees at the start of the second semester. The application will remain open until ~~the last day in February.~~ **June 15th.** ~~June 1st.~~ **May 15th.**
3. ~~Application will include a request for up to five (5)~~ **three (3) positions in order of preference.**
3. 4. An employee seeking an **Early** Internal Transfer shall complete the District's transfer application and shall apply for each position for which they wish to be considered. The **hiring authority principal** may utilize the internal transfer posting through June 15th. If there are more than three (3) transfer applicants per position who possess the minimum qualifications and certification required for the position, **the hiring authority principal** will **offer** interviews **to** no less than three (3) of the transfer applicants.
5. ~~Vacancies shall be open solely to internal transfer applicants until June 15th, except with the agreement of the Association President. Applications from external applicants will be accepted beginning June 1st.~~
~~Vacancies shall be open solely to internal transfer applicants until May 15th, except with the agreement of the Association President. Applications from~~ Recommendations for **external applicants will be accepted beginning May 15th.** May 1st
4. 6. **After June 15th, an employee requesting an Internal Transfer 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 the District's Human Resource Department.** ~~Transfer requests for the current school year may be made between the first day of preplanning and the end of the first quarter. Such transfer requests shall require approval of the receiving principal. Vacancies filled after the end of the first quarter may be filled by transfer of a current employee with approval of the Superintendent.~~
7. ~~Employees who do not receive a voluntary transfer shall be notified of the reason in writing upon request. Employees who do not receive a voluntary transfer shall be notified of the reason in writing upon request.~~

Involuntary: **Due to Changes in Enrollment**

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, the professional employee 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.~~

3. Whenever the regular teaching assignment and/or previously assigned classroom of a professional employee is to be changed after the first day for students of the current school year, written notification shall be given to the employee at least 5 days prior. The employee shall receive one (1) day of duty-free planning to prepare for change of subject area/grade level. The employee shall receive one (1) day of duty-free planning to prepare for a change of previously assigned classroom/location. If both above scenarios apply, the employee shall receive two (2) duty-free planning days. Such notification shall include the reasons for such change. If any verbal discussion of such change takes place, it shall be done in confidence and during non-student contact time. (See Article IX).

- 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 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 for the current school year, **reference Article IX Section D or Article VIII Section A(3).** ~~the professional employee will be afforded the same planning days as detailed above for involuntary transfers.~~

- 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)(7)** above.
- D. When it is necessary to transfer teachers due to the opening of a new school(s), 80% of the approved positions for the new school ~~may~~ **shall 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 copy will be provided to Human Resources.

Interviews and hiring will be conducted when the postings close and are processed. Interviews 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 February of the school's opening, the affected school(s)' principals ~~and~~ or district Human Resources should recommend that all employees apply for positions at the new school(s) due to possible reduction in staff and involuntary transfer may be a possibility.

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- 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 the last workday 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. Non-reappointed employees hired after August 30th will have a break in service and will be required to be processed as a new employee.
- vi. The District will offer a voluntary, in-person planning day opportunity to support the opening of a new school prior to the start of the school year; participating staff will be paid their hourly rate for up to 7.5 hours before the optional pre-planning day, with the specific date determined by the principal and communicated to staff.

E. ~~Association building representatives shall be exempt from involuntary transfers in order to provide continuity of representation, unless required by law, or agreed upon by the Association President. The Association will compile and provide a list of current Association building representatives to Human Resources.~~

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In order to provide continuity of representation, every effort shall be made to avoid the involuntary transfer of Association building representatives. ~~unless required by law or agreed upon by the Association president.~~ The Association will compile and provide a list of current Association building representatives to Human Resources.


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