

- 1 4. Should any new or vacant position at a school for the succeeding school year occur
2 after the last day of the current school year, the principal shall request from the
3 District all teachers on the transfer list that requested a transfer to that school. Any
4 teacher requesting a transfer to that school will be given the opportunity to interview
5 for that opening by being contacted by mail or phone. Outside applicants will be
6 selected for positions only after all District employees requesting transfers have had
7 an opportunity to interview for the position.
8
- 9 5. There will be no transfers after the first work day of the new school year.

10 **Transfer Process For the Second Semester**

- 11 1. The District will post any new or vacant positions for second semester during the first
12 week following the winter break. Any specific skills or teaching requirements for
13 specific positions and the deadline for applying for the position will be included on
14 the posting. Copies shall be sent to the Federation and to the Federation's
15 representative at each school site.
16
- 17 2. Teachers may request a transfer to any of the posted openings within five (5) days
18 of the posting by contacting Personnel Support Services and filing a Request for
19 Transfer form.
20
- 21 3. Any teacher requesting a transfer to a posted opening will be given the opportunity
22 to interview for that opening. Outside applicants will be selected for positions only
23 after all District employees requesting transfers have had an opportunity to interview
24 for the position.
25
26

27 **General Procedures for Voluntary Transfer**

- 28 1. If a teacher is not accepted for a transfer, the teacher may, in writing, request the
29 reason for the decision. The teacher shall indicate whether or not he/she wants the
30 reasons stated in writing, in a personal conference or in a personal conference with
31 a representative present. The District's representative shall have the option to
32 respond in writing rather than a personal conference. The response will identify the
33 criteria upon which the selection was denied.
34
- 35 2. The filing of a request for transfer is without prejudice to the unit member and shall
36 not jeopardize the current assignment. Requests for a transfer need not carry the
37 recommendation of the current principal. Request Form P-89 shall be submitted
38 directly to the Personnel Office, following written notification to the current principal.
39
- 40 3. Selection for transfer shall include, but be not limited to, the following criteria:
41
42 (a) A California teaching credential authorizing service in the assignment requested
43 for transfer.
44
45 (b) Teaching experience.
46
47
48

- 1 (c) Related course work, including major or minor.
- 2
- 3 (d) Current performance evaluations.
- 4
- 5 (e) Special job-related skills or talents.
- 6
- 7 (f) No Child Left Behind compliance as "highly qualified."
- 8
- 9 (g) District-wide Seniority: Districtwide seniority is defined as the total number of
- 10 years in paid status in the District. Districtwide seniority shall be applied to
- 11 resolve transfer decisions when two or more teachers are rated equally.
- 12

13 **INVOLUNTARY TRANSFER**

14
15 Involuntary Transfer is defined as a District initiated request for reduction of staff at any
16 work location generally caused by a decrease in student enrollment.

- 17
- 18 1. Qualified volunteers will be given the opportunity to be considered for transfer first.
- 19
- 20 2. Notifications of involuntary transfer shall take place as far in advance as possible.
- 21
- 22 3. Involuntary transfer shall be consistent with District needs.
- 23

24 **REASSIGNMENT**

25
26 Reassignment is defined as District directed change of employee work location.

- 27
- 28 1. In all reassignment cases, the teacher involved will be afforded the opportunity to
- 29 discuss the matter with the District prior to the finalization of the decision.
- 30
- 31 2. Notification shall take place as far in advance as possible.
- 32
- 33 3. Decisions regarding reassignment shall not be punitive, arbitrary or capricious.
- 34
- 35 4. Reassignment shall be consistent with District needs.
- 36
- 37 5. The final responsibility for reassignment is that of the Superintendent.
- 38

39 **REASSIGNED AND INVOLUNTARILY TRANSFERRED TEACHERS**

- 40
- 41 1. In order to assist teachers who have been reassigned or involuntarily transferred in
- 42 the process of packing and moving classroom materials and preparing a new
- 43 classroom, the parties agree to the following:
- 44
- 45 (a) The teacher may have two paid workdays to move, paid at the non-contract day
- 46 rate.
- 47
- 48 (b) Teachers must submit a time sheet to receive the stipend.

- 1 (c) The District and school site administration will coordinate with the teacher to
- 2 facilitate the process of moving.
- 3
- 4 2. This agreement is not intended for teachers in positions classified as "itinerant."
- 5