

# Transfer Process for Spring 2023

## Poway Unified School District (PUSD) & the Poway Federation of Teachers (PFT)

### MUTUAL INTERESTS

- Allow transfer opportunities to all permanent and probationary status teachers and retain high quality temporary contracted teachers
- Ensure PUSD fills vacancies with high quality teachers

### PROCESS

Note: Teachers who are involuntarily transferred will be given the option to return to their previous site if an opening occurs any time up to and including Friday, August 4, 2023.

#### Definition of Priority Placement

Priority placement applies to a teacher who is displaced from their school site due to overstaffing. The teacher is provided priority for requesting a vacant position at another site within their credential area. Teachers being transferred due to overstaffing will be placed into a vacant position first. The second group of teachers to be placed will be Teachers on Special Assignment (TOSAs), teachers returning from leave, and teachers dissolving a shared contract. If multiple teachers within a priority placement group request the same vacant position, the placement decision will be based on district seniority. District seniority is defined as the total number of years in probationary or permanent status in PUSD.

#### **Stage 1**

##### Step I: Priority Placement transfers Due to Overstaffing

Overstaffed sites are identified by Personnel Support Services (PSS). Temporary teachers do not have a position at the site at this point in the process. Positions currently filled by temporary teachers are open for priority placement transfer candidates. Permanent and probationary teachers who volunteer to transfer or are identified as having the least District seniority in an overstaffing situation are provided priority placement for transfer to all open positions within their credential area. District seniority is defined as the total number of years in probationary or permanent status in PUSD.

##### Step II: Priority Placement transfer of Teachers on Special Assignment (TOSAs) and Teachers Returning from Leave or Dissolving a Shared Contract

Transfer of Teachers on Special Assignment (TOSAs): TOSAs (e.g. PPAP Consultants, Rtl TOSAs, XPloration) returning to the classroom at the expiration of their term, or due to district staffing needs, are returned to their previous school site if a position is available. TOSAs who have fulfilled their term but wish to return to the classroom must declare their intent to return to work by Friday, April 21, 2023, to receive priority placement for transfer. Temporary teachers do not have a position at the site at this point in the process. Positions currently filled by temporary teachers are open for priority placement transfer candidates. If space is not available, TOSAs being returned to the classroom are provided priority placement for transfer to all open positions within their credential area after teachers from overstaffed

sites have been placed. If the TOSA's term has not been fulfilled, and the teacher wishes to leave the program, this section does not apply. Rather, the teacher falls under Step IV: Voluntary Transfer of Permanent and Probationary Teachers.

Teachers Returning from a Leave of One Year or More: Teachers returning from a leave of absence of one year or more are returned to their previous school site if a position is available. Temporary teachers do not have a position at the site at this point in the process. Positions currently filled by temporary teachers are open for priority placement transfer candidates. If space is not available, teachers returning from leave are provided priority placement for transfer to all open positions within their credential area after teachers from overstaffed sites have been placed. Teachers returning from leave must declare their intent to return to work by Friday, April 21, 2023, to receive priority placement for transfer.

Teachers Dissolving a Shared Contract: For teachers returning to full time status after sharing a contract at the elementary level, if there is space available at the current school site, both teachers returning to full time will remain at the site. Temporary teachers do not have a position at the site at this point in the process. Positions currently filled by temporary teachers are open for priority placement transfer candidates. If their return to full time causes the site to be overstaffed, the employee within the job share agreement with the least District seniority will transfer. The teacher being transferred will receive priority placement for all open positions within their credential area. Teachers returning to full time status after sharing a contract must declare their intent by Friday, April 21, 2023, to receive priority placement for transfer.

### Step III: Selection of Temporary Teachers and Interns at their Current Site

Once all teachers from overstaffed schools, TOSAs, and teachers returning from leave or dissolving a shared contract are placed, principals and site teams have the option to retain temporary teachers and interns currently at their site without interviewing.

### Step IV: Voluntary Transfer of Permanent and Probationary Teachers

- a. After Steps I-III above are completed, permanent and probationary teachers who request a voluntary transfer are interviewed. All voluntary transfer candidates will receive an interview for any open positions that match their transfer request form and will be contacted by email or phone. Transfer request forms may be submitted to PSS at any time. Transfer requests must be re-initiated each school year.
- b. Known vacancies will be posted for 5 workdays.
- c. Site administrators will conduct interviews in accordance with District practice. Results of the interviews will be reported to PSS.

## **Stage 2**

### Consideration of Intern and Temporary Teachers

After Stage 1 is complete, highly recommended temporary teachers and interns will be considered for rehire. PSS will provide names of highly recommended temporary and intern teachers, who were unable to be retained at their site, to those administrators with openings. PSS will monitor the selection of current temporary and intern contracted teachers and will maintain an updated list to provide to principals and PFT.

### **Stage 3**

#### **Outside Applicants**

Outside applicants will be selected for posted vacancies on the transfer list only after all District employees have had an opportunity to interview. PSS will provide administrators access to outside candidate pools (Ed Join).