

ARTICLE IX: TRANSFERS, REASSIGNMENTS AND VACANCIES

IX.1 TRANSFER: The movement of an employee from one work site to another work site.

TRANSFER PERIOD POSTING: A ten (10) working day period beginning twenty (20) working days prior to the end of the school year.

- A. The Board recognizes that the placement of an employee at a work site shall be the responsibility of the Board upon recommendation of the Superintendent.
- B. Voluntary Transfers
 - 1. Employees desiring a transfer from one job site to another shall submit a Transfer Request Form to the administrator at the location(s) to which they wish to transfer. ~~Employees who desire a transfer shall discuss transfer with their present administrator before filing an application.~~ Transfer forms shall be valid through September 30 of the school current calendar year. Example--Valid ~~October 1~~ April 25, 1918 through September 30, 1918. Anyone who has not received a transfer by that date will have to file new application(s).
 - 2. During the transfer period an administrator ~~may~~ should fill a vacancy from his/her school's pool of District transfer applicants before the position is advertised to the public.
 - 3. ~~Following the transfer period of one school year and before the beginning of the transfer period of the next school year, an administrator may fill a vacancy from their transfer applicants or an outside applicant.~~
 - 4. When a vacancy occurs, an administrator shall interview all employees who are on their transfer list for that vacancy unless an employee was previously interviewed for a similar position within the last twelve (12) months, with the same administrator. In that case the administrator may re-interview the applicant but is not required to do so. Upon request of the applicant the administrator shall grant another interview.
 - 5. ~~Following the transfer period of one school year and before the beginning of the~~

~~transfer period of the next school year, the transfer must be agreed to by both administrators—the one losing the employee as well as the one receiving the employee.~~

C. Involuntary transfers

1. In cases where the situation calling for the transfer of an employee cannot be resolved with a voluntary transfer, the Board may make an involuntary transfer based upon the following criteria:
 - a. ~~certification.~~
 - ba. length of continuous service in Santa Rosa County.
 - cb. specialized experience.
 - dc. evaluations.
2. If the above criteria is not used in making a transfer or a unilateral transfer is made, written justification for the involuntary transfer will be furnished the employee within 30 calendar days of administrative action on the transfer, and ~~will become a matter of record.~~

IX.2 VACANCY: A position approved by the Board but is not occupied by a current employee.

- A. Within three (3) working days after being notified by a principal/administrator that a vacancy exists, the Superintendent or a designee shall post this vacancy on the district website.

~~Instructional vacancies which occur at the end of the school year will be opened first as transfers for current employees during the transfer period. Following the transfer period of one school year and before the beginning of the transfer period of the next school year vacancies will be open to anyone.~~

Vacancies shall be posted for a minimum of five (5) working days except for those occurring from three weeks prior to pre-planning until the last day for students. These shall be posted for a minimum of three (3) working days

- B. When filling vacancies, an administrator shall consider:
1. 1st - Reassignment requests.
 2. 2nd - Transfer requests.

3. 3rd - Other applicants.

C. No interviews shall be conducted until the end of the appropriate posting period.

CD. The application will be maintained electronically and it can be updated online through the District website.

DE. ~~Teachers~~ Employees desiring to be informed of vacancies occurring during the summer months shall assume the responsibility of keeping themselves informed of such vacancies either through the schools, human resources office, or the Association.

EE. Job descriptions shall be ~~made available to~~ posted on the District's website for interested applicants.

IX.3 REASSIGNMENT: The change in an employee's regular assigned duties or a major change in responsibilities. The work location of the employee does not change.

D. Voluntary reassignments.

1. Employees desiring a reassignment shall submit a Reassignment Form.
2. Administrators shall discuss reassignment with all employees who have submitted requests.
3. Administrators shall consider all reassignment applicants before filling a position from transfer applicants or outside applicants.

E. Involuntary reassignments.

1. In cases where the situation calling for the reassignment of an employee cannot be resolved with a voluntary reassignment, the administrator may make a reassignment considering the following criteria:
 - a. ~~certification.~~
 - ba. length of continuous service within the school.
 - cb. specialized experience.
 - de. evaluations.
2. If the above criteria is not used in making a reassignment or a unilateral reassignment is made, written justification will be furnished the employee within 30 calendar days of administrative action on the reassignment. ~~and will become a matter of record.~~

- F. If a program is being moved from one site to another, then the employee will move with the program. However, the employee may request reassignment or transfer. ~~The request will be considered.~~

IX.4 Staffing New Schools

- A. When new schools are staffed, the following procedure shall be implemented:
1. Vacancies at the new school and vacancies at other schools shall be posted;
 2. The number of units to be lost by the school(s) whose attendance boundaries will be changed to create the new zone will be established and the affected employees will be notified;
 3. Volunteers who wish to transfer shall be solicited from among any school(s) which would lose students to create the new attendance zone;
 4. Volunteers from schools not affected by the zone changes shall be considered for any additional openings;
 5. Involuntary transfers (if any are necessary) shall be placed first in accordance with Article VIX.1.C;
 6. Current District employees shall be placed, based upon the Principal's recommendation, prior to considering any employees new to the District.