

## ARTICLE VIII TRANSFER

### Section 1

#### DEFINITIONS:

- A. Transfer – a change from one school site to another without change in classification.
- B. Voluntary Transfer – a transfer requested or initiated by the unit member.
- C. Administrative Transfer- a transfer initiated by the District.
- D. Job Accretion –the acquisition of more work hours by a unit member.
- E. Length of District Service – for purposes of this Article only, seniority shall be the date of hire as a bargaining unit member. Approved leaves of absence and layoffs and recall from layoff within thirty-nine (39) months shall not affect the date of initial hire.

### Section 2

#### POSTING OF EMPLOYMENT OPPORTUNITIES

Vacancies for bargaining unit positions shall be posted at each site. Posting periods for all internal and external openings shall be no less than six (6) work days.

### Section 3

#### TRANSFER PROCEDURES

- A. Request for Transfer – a unit member may submit a request for transfer in writing to the Human Resources Department. Such request shall be valid for one year. The unit member may renew the request. The District shall acknowledge receipt of the transfer request.
- B. Voluntary Transfer prior to the start of the school year –
  - 1. The District shall post all bargaining unit vacancies or new positions known to it prior to the start of the school year. A copy shall be sent to the Association. Vacancies that become known during the summer shall be mailed to applicants.
  - 2. No vacancy shall be permanently filled less than one (1) day after the closing date for submission of applications.
  - 3. All unit members in the same classification may apply for a transfer to that position by filing a written notice with the Human Resources Department within the posting period.
  - 4. Unit members in the bargaining unit shall be given first consideration to fill a posted vacancy.
  - 5. The District shall fill vacancies based on qualifications of the applicant that

relate to the educational needs of the District, recent experience, and if all else is equal, the seniority in the classification.

6. A unit member may, in writing, request the Human Resources Department to provide the unit member with the reason for the denial of the application.

C Voluntary Transfer during the school year –

1. Unit members who have transfer requests on file with the Human Resources Department will receive first consideration to fill a vacancy of a bargaining unit position which occurs after the start of the school year.
2. If a unit member is selected to fill the vacancy, such transfer may not occur until an adequate replacement is found to fill the position currently held by the unit member requesting the transfer. The District may waive this requirement to insure the educational program is not affected.

D Administrative Transfers –

1. The District may transfer a unit member from one position to another in the same classification to insure the efficient operation of the District, Administrative transfers shall not be made for disciplinary reasons. The transfer shall be made without change in salary rate, hours of service, or benefits.
2. Upon request, the reasons for an Administrative Transfer shall be given to the unit member's immediate supervisor, in writing, at least five (5) days before the transfer is made.

E. Job Accretions –

1. Job accretion opportunities shall first be offered to unit members at the job site where the accretion opportunity exists before being posted or filled pursuant to the provisions of this Article. Vacancies of playground assignments that are performed by bargaining unit members shall first be offered to the bargaining unit members at that site, who volunteer. Selection of bargaining unit members from the volunteer pool shall be based on seniority. The hours of the assignment(s) shall be distributed at the discretion of the district and shall be distributed as equitably as possible, dependent on the unit members' workday assignment and availability. If there are fewer unit members electing to perform playground work than there are playground vacancies at the site, then the district may fill the assignment(s) with a non-unit member.