

4-102.A

REGULATION

PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS

Intra-Site Reassignment

When a vacancy opens within the academic year at a school the principal shall have the option to fill the position with a current staff member. The principal will notify all certificated staff of the vacancy no later than its official posting date.

Voluntary Transfers

Requested transfer by teachers from one (1) school of the District to another is encouraged and is an acceptable practice in accordance with the prescribed factors and conditions set forth herein.

- A. A request for transfer will include authorization of the selection committee to have access to correspondence, evaluations, and any other information contained in the employee's personnel file that may be pertinent to the hiring process.
- B. Internal employees applying for a temporary position within the district may do so with a letter of intent. Employees are encouraged to update their resume and/or application.
- C. Internal applicants for an open vacancy will submit an updated application when applying for a promotion.
- D. Instructional personnel will be eligible for voluntary transfer only once during the school year.
- E. A teacher desiring a voluntary transfer to another position(s) for the ensuing school year may submit an internal application, via the district's on-line applicant tracking system, when the specific position(s) of interest has been posted on the district's employment website. Voluntary transfer requests must be submitted by May 15 unless another later deadline is set by Human Resources.
- F. The two (2) certificated staff members with the highest District seniority who apply for a voluntary transfer shall be given an opportunity to interview for that position within the timelines established for the interview. Hiring administrators are encouraged to interview additional transfer applicants.

- a. It is the responsibility of all applicants to make current contact information available to Human Resources.
 - b. Transfer applicants unavailable during the timelines established for the interview will be notified in writing of the intent to interview them and of the efforts made to contact them.
 - c. Interviews for teachers currently under contract shall be scheduled outside of the employee's normal teaching hours or the teacher will be provided release time.
- G. Each school may have interviewing committees. The composition of these committees will be determined by the principal or the principal's designee. The number of members and composition of the committee shall remain the same for voluntary transfers and outside applicants. To the extent possible, the membership of the committee should remain the same for each specific position.
- H. The interview process must be the same for voluntary transfers and outside applicants.
- I. After July 1 and prior to the first day of school, positions may be filled either on a short-term or regular contract basis, at the prerogative of the District. After the commencement of the academic year, all positions will be filled on a short-term contract basis, in accordance with District regulation.
- J. The school principal will make the recommendation to fill the position to the Superintendent or the Superintendent's designee.
- K. A teacher who has requested a voluntary transfer and has not been selected by July 1 may not reapply until the following school year. Between May 15 and June 30, a voluntary transfer can be approved, providing the relinquishing principal agrees to the transfer following a conversation between the relinquishing principal, accepting principal and the teacher.
- L. A minimum of the staffing of a new school will be accomplished by teachers who request voluntary transfer.

M. Recommendation/nonrecommendation and processing of the voluntary transfer request shall be made in writing by the site administrator to the staff member as soon as possible, but not later than ten (10) calendar days following completion of the site selection process.

Involuntary Transfers

An Involuntary transfer will be defined as movement from one (1) school site to another school site, and an involuntary transfer may be required based on the following factors:

- A. Increase or decrease of enrollment in various grades and classes.
- B. Opening of new buildings or closing of old ones.
- C. Changes in organization of the school system.
- D. Addition or elimination of an educational service.

After determining that one (1) or more of the factors listed above exists and that an involuntary transfer is necessary, the following procedure shall be followed:

- A. The principal shall call a meeting within one (1) week during the school year or send written notice during the summer to all eligible certificated personnel in the department/school to seek a volunteer who will declare availability for transfer. If an eligible volunteer is found, the transfer will be made.
- B. Teachers eligible for involuntary transfer:
 - a. To a primary class will be those currently teaching in grades kindergarten (K) through three (3).
 - b. To an intermediate class will be those currently teaching in grades four (4) through six (6).
 - c. To a subject or department at the middle school level will be those currently teaching in grades six (6) through eight (8) with appropriate certification.

- d. To a subject or department at the high school level will be those currently teaching in grades nine (9) through twelve (12) with appropriate certification.
- C. A teacher will be considered ineligible for an involuntary transfer if:
 - 1. The teacher is on a remediation plan or disciplinary probation.
 - 2. The teacher was involuntarily transferred within the past two (2) years.
 - 3. The teacher is to be transferred from a position that will be filled by a new hire.
- D. The teachers identified as available for involuntary transfer to a new assignment shall be identified as follows: A list shall be made up ranking the possible eligible teachers by District, schools, departments/primary/intermediate, based on seniority. Priority of the list shall be:
 - a. District
 - b. School
 - c. Departments/primary/intermediate.
- E. Involuntary transfers will be determined beginning with the teachers with the least seniority (all teachers employed for a given academic year will be considered equal in seniority). If only one (1) teacher is eligible by this means of determination, the teacher or teachers at the next level of seniority will be considered eligible.
- F. In any elementary school, the principal of the school will have the right to designate two (2) individuals who will not be considered for involuntary transfer. In any high school or middle school department, the principal of the school will have the right to designate one (1) individual who will not be considered for involuntary transfer.

- G. When the list of eligible teachers is completed, a commission shall be formed consisting of one (1) administrator appointed by the Superintendent or the Superintendent's designee and one (1) teacher selected by the teachers' association. These two (2) individuals will in turn select a third commission member mutually acceptable to them within five (5) working days. Within ten (10) working days after the commission members are determined, they shall meet and render a final determination and shall, during this period, receive information from the teachers, principal, department chairperson (if applicable), and others as they deem appropriate and determine by majority vote if the recommendation shall be carried out.
- H. Written notice of involuntary transfer shall be given to the person or persons affected within two (2) weeks of the principal's notification by the director of human resources.
- I. The person being transferred shall have the opportunity to meet and discuss the reasons for transfer with the Superintendent or the Superintendent's designee before final action is taken.
- J. Whenever a transfer occurs during the school year, the teacher shall be allowed at least three (3) working days relieved of regular duties to complete the transfer.

Decisions of the Superintendent or the Superintendent's designee on transfers and the necessity thereof are final; however, if a violation of transfer policy is realized, this occurrence may then be subject to the District grievance procedure.

Transfers Directed by the Superintendent

The Superintendent or the Superintendent's designee will consider requests for transfers directed by the Superintendent, compatible with the qualifications criteria less the length-of-service factor, on the assumption that often a different environment will promote professional growth and increase efficiency.

A recommendation may be made by a school principal to the Superintendent for a (directed) transfer to promote professional growth and increase the efficiency of a teacher. A teacher who has previously been unsuccessful in obtaining a voluntary transfer and is not on any form of evaluative or disciplinary probation may request that the teacher's principal recommend a transfer directed by the Superintendent on the teacher's behalf if the factors listed in Policy GCK are present. If the principal declines to support a request in lieu of having the teacher reapply for a voluntary transfer, the teacher may appeal that decision to the appropriate associate superintendent for school operations. The decision of the associate superintendent is final. A transfer directed by the Superintendent may be given as follows:

- A. Within a ten (10) working day period following the Superintendent's receipt of the request, the Superintendent will gather information from the teacher, principal, department chairpersons (if applicable), the employee's personnel file, and other pertinent sources of information and consider available placement options for the directed transfer. Provided placement options exist, such transfers shall be effected in accordance with District policy.
- B. If the recommendation is affirmed, a transfer directed by the Superintendent may be made as recommended. If the recommendation is denied, the information relative to the recommended transfer shall be purged from the employee's personnel file.

The teacher will be notified of the Superintendent's decision within ten (10) calendar days.

Intra-District Exchange Teaching

A pilot program was established for the purpose of offering intra-District exchange teaching to all continuing teachers in grades

kindergarten (K) through twelve (12). Applicable stipulations and procedures are as follows:

- A. The exchange of teaching positions shall be for a full school year, one (1) semester, or part of a semester, with one (1) year being the maximum allowed.
- B. At the end of the time period agreed upon, teachers will return to their former teaching positions.
- C. Each teacher wishing to exchange positions must write proposals stating their rationale for such exchange and give the proposals to affected principals at the appropriate time.
- D. Teachers shall ensure that they have appropriate certification and accreditation for the position(s) selected for exchange.
- E. If a teacher has identified an exchange partner, this information should be included in the exchange proposal.
- F. After the teachers have agreed to an exchange of positions, said teachers shall contact the principals involved for interviews.
- G. Principals will approve or disapprove, at their discretion, any exchange after verifying appropriate certification and accreditation of each teacher involved.
- H. Upon approval of a teacher for participation in an intra-District exchange, principals will immediately notify the director of human resources of any such change(s) so that appropriate staffing and payroll functions may occur.
- I. Denials of exchange-teaching requests must also be reported by the principal to the director of human resources.
- J. Approval/denial and processing of the exchange-teaching request shall be made in writing to the staff members as soon as possible by the director of human resources.
- K. Any teacher whose request for intra-District exchange teaching is denied will, upon request, be granted a conference with the school principal and/or the director of human resources.

- L. A teacher who has not identified someone with whom to exchange, will need to submit requested exchange possibilities and a written proposal to the human resources office.
- M. All exchange requests/proposals must be received in the human resources office no later than February 1. This date will be strictly adhered to.
- N. A list of teachers seeking to exchange their positions will be prepared by the office of human resources and posted in each school and the human resources office.
- O. Teachers shall then seek exchange with other teacher(s) on the list.
- P. All intra-District exchanges will be finalized by April 15.

Revised: January 28, 2025