

## PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS

### Assignment of Duties

The Superintendent shall have the authority to assign or reassign any certificated or other teaching employee to any certificated position in the District for which the employee is qualified, provided that:

- Consideration will be given to placing the employee in a position the employee most desires.
- The employee shall, to the extent practicable, be consulted prior to the making of the decision to assign.
- All employees shall be notified of positions that may be open, and shall be given an opportunity to request any such position.
- No person shall be transferred from their current position except as part of a budgetary reduction in force or for just cause, which need not constitute cause for disciplinary action.
- Consideration is given to the needs of the pupils in the school district, the current distribution of teachers across all of the four performance classifications adopted by the State Board of Education pursuant to A.R.S. 203(A)(38), and the corresponding impact to the same distribution which the the proposed transfer will have.

In instances where there are changes in organization of the school system, additions or eliminations of educational services, and where an individual's potential for contributing to the program needs of the school or department, and when the instructional program of the relinquishing school is not hindered, the Superintendent may reassign individuals on a case-by-case basis without taking into consideration the factors described in the [first](#) four subparagraphs above.

### Transfer between School Sites

The best interests of a school's instructional program are paramount in considering teacher transfers. The desire of the Governing Board and administration is to accommodate teacher requests for transfer, but in accordance with the aforementioned reservation.

Three types of transfers to be considered are:

- Voluntary transfers.

- Involuntary transfers.
- Transfers directed by the Superintendent.

The Governing Board delegates to the administration the right to transfer personnel to other positions for the betterment of the school system. The following factors and/or conditions are among those to be considered in the transfer of personnel. These factors are not listed in any order of priority.

- The current distribution of teachers across all of the four performance classifications adopted by the State Board of Education pursuant to A.R.S. 203(A)(38)
- Increase or decrease of enrollment in various grades and classes.
- Opening of new buildings or closing of old ones.
- Changes in organization of the school system.
- Addition or elimination of an educational service.
- An individual's potential for contributing to the program needs of the school or department and when the instructional program of the relinquishing school is not hindered.
- An individual's potential for contributing to the cocurricular activities of a school.
- An individual's prior experience.
- An individual's certification for the position.
- An individual's ability to perform the functions of the assigned position based upon the individual's performance evaluation.
- An individual's desire for professional growth and/or new opportunities.

*Adopted:*      date of Manual adoption

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**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. If the principal chooses to do so, the principal will notify all certificated staff of the vacancy and allow staff three (3) working days to indicate their interest in the position.

**Voluntary Transfers**

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

- Voluntary transfer forms will be made available to all instructional personnel at the school site and upon request from the human resources office. 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.
- Instructional personnel will be eligible for voluntary transfer only once during the school year.
- A teacher desiring a voluntary transfer either to a general location or locations or to a specific position for the following school year shall submit a request in writing, including a rationale for the transfer, to the human resources division not later than February 1 of each year unless another deadline for such applications has been set. Requests for voluntary transfer will not be accepted after the February 1 deadline.
- Should a specific position become available after February 1, a teacher may submit a transfer request for that one (1) specific position not later than June 1 of the year in which such position is open unless another later deadline is set by the District. Each teacher is limited to only one (1) request of this nature each year. The request for transfer to a specific position must be submitted by June 1 unless otherwise provided.
- Written information and instructions about how to obtain a list of openings from the District web page or by calling the job line, will be posted in a conspicuous location at each school site.

- The five (5) 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 time lines established for the interview. Hiring administrators have the option to interview additional transfer applicants.
- It is the responsibility of all applicants to make current contact information available to Human Resources.
- Three (3) reasonable attempts to contact the transfer applicant, using the current contact information, must be documented by administration.
- Transfer applicants unavailable during the time lines established for the interview will be notified in writing of the intent to interview them and of the efforts made to contact them.
- Interviews for teachers currently under contract shall not be scheduled during the employee's normal teaching hours.
- 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.
- The interview process must be the same for voluntary transfers and outside applicants.
- 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.
- The school principal will make the recommendation to fill the position to the Superintendent or the Superintendent's designee.
- 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 July 1 and July 15 a voluntary transfer can be approved, providing the relinquishing principal agrees to the transfer.
- A minimum of twenty-five percent (25%) of the staffing of a new school will be accomplished by teachers who request voluntary transfer.
- 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:

- Increase or decrease of enrollment in various grades and classes.
- Opening of new buildings or closing of old ones.
- Changes in organization of the school system.
- 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:

- 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.
- Teachers eligible for involuntary transfer:
  - To a primary class will be those currently teaching in grades kindergarten (K) through three (3).
  - To an intermediate class will be those currently teaching in grades four (4) through six (6).
  - 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.
  - 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.
- A teacher will be considered ineligible for an involuntary transfer if:
  - The teacher has been employed by the District for less than two (2) years prior to the effective date of the involuntary transfer.

- The teacher is on a remediation plan or disciplinary probation.
  - The teacher was involuntary transferred within the past two (2) years.
  - The teacher is to be transferred from a position that will be filled by a new hire.
- 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:
  - District
  - School
  - Departments/primary/intermediate.
- 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.
- 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.
- 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.
- 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.

- 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.
- Whenever a transfer occurs during the school year, the teacher shall be allowed at least two (2) 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:

- 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.
- 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.

## Transfer Incentives and Restrictions Based upon Performance Classification

Where appropriate to meet the needs of the District and students, the Superintendent may transfer teachers currently classified in one of the two highest performance classifications adopted by the State Board of Education pursuant to A.R.S. 15-203(A)(38) to district schools that are assigned a letter grade of D or F pursuant to A.R.S. 15-241. The Superintendent may offer from among the following incentives for teachers transferred pursuant to this section:

- The teacher will not be subject to a reduction in force from the site to which the teacher has volunteered to be transferred.
- If state level corrective action is implemented at the school to which the teacher has volunteered to transfer, and that corrective action includes the removal of some portion of the school's staff, the teacher will be exempt from removal.
- The teacher will be offered a two-year contract, but the teacher shall have the absolute right to accept the two-year offer or request a one-year contract instead.
- The calculation of the teacher's overall weighted average shall include their pre-transfer school data for two years following their date transfer.
- During the term of their employment at the school assigned a D or F letter grade, the District will reimburse the teacher for the course of coursework required for an advanced degree, or alternatively, will reimburse the teacher for fees associated with National Board Certified Teacher qualification.
- The District will provide up to 20 days of summer work assignment(s) to the teacher, at the teacher's normal daily rate of pay.
- The teacher will receive paid professional leave time to obtain professional development.
- Contingent upon receipt of funding from the State of Arizona to support this cost, the teacher will be paid and qualifying transfer stipend of \$3,500.00 during each year of their employment at the school assigned a D or F letter grade.
- If the teacher additionally agrees to provide professional development services and training to other staff members, the teacher shall receive the following incentives in addition to those already described above:
  - The teacher will be provided additional professional development, resources and planning time to support their training and development of others.



- The teacher will be granted time to observe the instructional practices of others as well as time to mentor others.
- The teacher will be given additional classroom technology to support their efforts in the classroom.

A teacher who has been employed by the school district for the major portion of three or more consecutive school years and who is designated in the lowest performance classification adopted by the State Board of Education pursuant to A.R.S. 15-203(A)(38) is ineligible for transfer pursuant to this section unless the district has issued a notice of inadequacy of classroom performance to the teacher, has approved a performance improvement plan for the teacher pursuant to A.R.S. 15-539, and the governing board has approved the transfer of the teacher as being in the best interests of the pupils in the receiving school. A teacher who is transferred pursuant to this paragraph may only be transferred once.

### **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:

- 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.
- At the end of the time period agreed upon, teachers will return to their former teaching positions.
- 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.
- Teachers shall ensure that they have appropriate certification and accreditation for the position(s) selected for exchange.
- If a teacher has identified an exchange partner, this information should be included in the exchange proposal.
- After the teachers have agreed to an exchange of positions, said teachers shall contact the principals involved for interviews.
- Principals will approve or disapprove, at their discretion, any exchange after verifying appropriate certification and accreditation of each teacher involved.

- 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.
- Denials of exchange-teaching requests must also be reported by the principal to the director of human resources.
- 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.
- 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.
- 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.
- All exchange requests/proposals must be received in the human resources office no later than May 15. This date will be strictly adhered to.
- 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.
- Teachers shall then seek exchange with other teacher(s) on the list.
- All intra-District exchanges will be finalized by July 15.