

**ARTICLE 5  
TRANSFER/REASSIGNMENT**

**5.1 Transfer/Reassignment**

- 5.1.1 “Transfer/Reassignment” refers to any change in the permanent assignment of unit members from one(1) site to a different site. A vacancy is any position to which a unit member is not assigned. This includes any vacated, promotional, or newly created position, including positions created by reconfiguration or restructuring.
- 5.1.2 Upon knowledge of vacancies, the District shall deliver to the Association and post in all school buildings a list of all vacancies which occur during the school year and for the following school year. The list shall contain the following: A closing date which is at least five(5) working days following the posting date; a job description; credentials and qualifications necessary to meet the requirements of the position. No assignment to fill a vacancy shall be made until after the closing date. **Unit members shall be notified of available positions by e-mail prior to the public posting.** ~~The District shall, upon request by a unit member, notify that unit member by mail of any posted openings which may arise during the summer recess or a period of leave. The unit member’s request must be in writing and must include a mailing address.~~ **Any unit member who meets the job qualifications may apply to fill a vacant position. All internal applicants will be interviewed for the vacancy. Department chair of receiving school will be part of the interview team.** If a unit member already has a transfer application on file, it is not necessary to make a further application in order to be considered for any vacancies. The District shall, upon request of the unit member, deliver in writing, the reasons for the unit member not receiving the vacancy. ~~No outside applicant shall be selected to fill a vacancy if there is a qualified unit member applicant.~~
- 5.1.3 Unit members who desire a transfer/reassignment may file a written statement of such desire with the Human Resources Office. Such statement shall include the grade and/or subject to which the unit member desires to be assigned, and the school or schools to which the unit member desires to be transferred/reassigned.
- 5.1.4 Upon request, and as soon as practical, the District shall make available to the Association a list of all unit members who have been transferred/reassigned. The District shall not be required to furnish such a list more than once in any given school year, unless further transfer/reassignments occur, then upon request.
- 5.1.5 A unit member may submit a request(s) for transfer to the District each academic year on the District Transfer Form, whether or not a vacancy exists. A unit member may also

submit a request for a transfer subsequent to the posting of a vacancy notice pursuant to the posting procedure of this Article. ~~If two(2) or more unit members with the required credentials and equal qualifications relating to the job description for the position apply for a vacancy the unit member with the greatest seniority shall receive the transfer.~~ If a unit member's request for a voluntary transfer is denied, the unit member, upon request, shall be granted a meeting with the administrator who denied the request to discuss the reasons for the denial. Following the meeting the unit member may request and shall receive written reasons for the denial. If the unit member requests that his/her application for transfer be kept confidential, only the Principal at his/her school shall be notified by the District of the application. Unit members returning from leave shall be afforded all rights provided under this section. If there is a qualified volunteer for a vacant position, the position cannot be filled by an involuntary transfer.

- 5.1.6 Involuntary transfer/reassignment shall be made only for the following reasons: A decrease in the number of pupils which requires a decrease in the number of unit members, class size, elimination of program(s) and/or funding, or school closings. If a decrease in the number of pupils or the elimination of program(s) and/or funding occurs, the District shall seek volunteers prior to making any involuntary transfer/reassignment. If an involuntary transfer/reassignment becomes necessary, the unit member with the least seniority with the appropriate credential shall be transferred and/or reassigned. An involuntary transfer/reassignment shall be made only after a conference with the unit member involved. The unit member may elect to have a representative of the Association present at the conference.
- 5.1.7 Notices of involuntary transfer/reassignment shall be given in writing to the unit members as soon as practical. Unit members who are transferred/reassigned during the school year shall be given five(5) days' notice insofar as practical before the actual transfer/reassignment occurs and shall be allowed two(2) days of paid release time for preparation prior to the effective date of the transfer/reassignment. The District shall provide assistance in moving a unit member's materials whenever a unit member is transferred/reassigned.