

ARTICLE 8. TRANSFER AND REASSIGNMENT

- 8.1 A transfer is defined as a change in work site (school). A reassignment is a change in grade level or subject.
- 8.1.2 Either the District or a unit member may initiate the transfer assignment or reassignment process. After consultation with the unit member, the District may transfer a unit member to best meet the needs of the District's educational programs.
- 8.1.2.1 Teachers will be provided the opportunity to indicate preferences from available openings and to represent their position on alternatives to the transfer to the Superintendent or designee prior to involuntary transfer. Prior the making a transfer or reassignment, the District shall first ask for qualified volunteer(s). In the event an applicant is found, the District will use the criteria in 8.1.2.3 to select the candidate. Each applicant will be contacted by the principal of the school with the vacancy and make the provisions for an interview. Within a reasonable time, that principal will notify the applicant of the status of the transfer.
- 8.1.2.2 Teachers will not be transferred or reassigned arbitrarily and capriciously, nor will transfer or reassignment be used as a disciplinary measure.
- 8.1.2.3 When teachers either request voluntary transfer or the District determines it necessary to involuntarily transfer a teacher, the District will apply the following criteria in determining who shall be transferred. If more than one teacher is qualified for the position according to the criteria below then the applicant with the most seniority in the District will be selected:²
- Credentials, to include language development and special education
 - Seniority (district wide)
 - Ability to contribute to adjunct responsibilities
 - Identified needs of the instructional programs
 - Evaluations, including when the move will give the employee an opportunity for improvement
 - Prior involuntary transfer or reassignment
- 8.1.3 A unit member may request a transfer (provided the unit member is properly credentialed) by submitting a District transfer form on or before March 1 or when a position becomes available up to June 30.

² See March 5, 2007 minutes for clarification.

- 8.1.4 Criteria for selection will be the same as those set out in this Agreement.
- 8.1.5 When a certificated vacancy occurs (a vacant position is one within the unit for which a new employee may be hired), the District shall communicate that vacancy via e-mail to all unit members. Vacancy notices will also be posted on the District web site and, during the summer recess, such notices will also be mailed to the home address of any employee who has filed a request for transfer and has submitted a written request for such notices. Until July 15, those employees applying shall receive consideration for placement prior to consideration of outside applicants. Unit members shall have the opportunity to apply for such vacancies within the timelines as determined by the District. If more than one applicant is fully qualified for the position according to section 8.1.2.3 then the applicant with seniority in the District shall be selected.
- 8.1.6 If a unit member applies for a vacancy and is not transferred, upon request of that unit member, he/she shall be provided the District's rationale *in writing* for denial of such transfer.
- 8.1.7 The District will make every effort not to involuntary transfer an individual teacher more than once in three (3) years.
- 8.2 **Assistance with Moving Materials:** The District shall provide assistance to a unit member being moved to a new classroom. Such assistance shall consist of providing boxes, supplies and assistance with the physical move. The date and time of the move will be prearranged with the teacher.
 - 8.2.1 If a transfer or reassignment occurs during the school year, the District shall provide the employee with up to two (2) workdays of release time to move and prepare for the new assignment.
- 8.3 This contract will comply if it is relevant with Education Code § 35036.