

## ARTICLE 9. TRANSFER AND FILLING OF VACANCIES

9.1 **Definition.** A transfer is defined as a change of job site within the same position classification.

9.2 **Criteria for Transfer.** The following criteria shall be used in consideration of transfer:

9.2.1 The needs and efficient operation of the District.

9.2.2 The qualifications including the experience and recent training of the staff member, compared to those of other candidates, for both the position to be filled and the position to be vacated.

9.2.3 The length (seniority) of the service rendered to the District by the employee.

9.2.4 Quality of service. Quality of service will be indicated by the most recent evaluation.

9.2.5 The preference of the employee.

9.3 **Employee Initiated Transfer Requests.** Any permanent employee shall have the privilege of requesting a transfer to any job location within the same position classification, subject to the following conditions:

9.3.1 Submission of a request for transfer shall be in writing. Properly filed transfer requests shall be valid for one (1) year and shall be granted according to the transfer criteria in 9.2.

9.3.2 The filing of a request for transfer is without prejudice to the employee and shall not jeopardize the present assignment. A request for transfer may be withdrawn by the employee in writing at any time prior to official notification of transfer approval.

9.3.3 Voluntary transfer requests shall not be processed in situations that might impede the recall of laid-off employees.

9.4 **Employer Initiated Transfers**

9.4.1 After consultation with CAUSE, a transfer may be made by the District at any time for any of the following reasons:

9.4.1.1 A change of enrollment or workload necessitating transfer of classified staff.

9.4.1.2 Needs and efficiency of the District.

9.4.2 Except in cases where a particular employee must be transferred involuntarily, when all transfer criteria are judged equal by the District, and when there is no suitable volunteer, the least senior employee within a given classification at a particular job site shall be involuntarily transferred.

9.4.3 An employee may request of the Superintendent or his/her designee a conference or a written statement regarding reasons for the involuntary transfer.

9.5 **Filling of Vacancies**

9.5.1 The District is responsible for carrying on such recruitment and promotion practices as it deems necessary to seek out and secure the most qualified individuals to apply for vacancies at all levels within the bargaining unit. The District management shall post a notice and job description of vacancies in positions covered by CAUSE on the District website, District email accounts, and classified employees' bulletin board designated by the District at all school locations and in the maintenance and transportation departments at least ten (10) calendar days before the filing date. A copy will also be sent to CAUSE President and Vice President of Classified.

9.5.2 For purposes of this provision a vacancy is any unit position the District determines needs to be filled which is new or remains unfilled after any transfers are

made. A position reclassification would not necessarily create a vacancy. All other qualifications being equal as set out in 9.2 criteria, a current employee who requests a horizontal transfer (i.e. custodian to custodian, Clerk II to Clerk II, etc.) will be given preference over a non-employee.

9.5.3 Consideration for promotional opportunities will be given to all applicants that meet the established qualifications for the vacancy; however, the final selection is subject to the discretion of the District.

9.5.4 If an employee requests the reasons for failure to be transferred or promoted in writing, the District will provide the reasons.