

ARTICLE 12. TRANSFER POLICIES

Section 12.1: DEFINITIONS

- 12.1.1. Transfer. A "transfer" is a change of a unit member from one school site or program to another school site or program with a different cost center. Transfers may be voluntary, initiated by the unit member; or involuntary, initiated by the District.
- 12.1.2. School Opening. A new educational facility opening where none had existed before or where a school had previously been closed and then reopened.
- 12.1.3. School Closing. A school is closed when the existing educational program is removed from the facility or when otherwise determined by the District.
- 12.1.4. School Grade-span Organizational Change. A grade-span change occurs when one or more grade levels are added to or deleted from a school without changing the basic educational philosophy.
- 12.1.5. School Reorganization. A change in the basic educational philosophy of the school. Examples: a 7-9 junior high school becomes a 6-8 middle school, a 7-9 junior high school becomes a continuation high school, change from a non-magnet to a magnet school.
- 12.1.6. Vacancy. A known vacancy is created by retirement, or other separation which has been accepted by the Board of Education, or results from an approved increase in positions, or from approved transfers.
- 12.1.7. Multiple Assignment. A position which is located at more than one site and which is funded from more than one cost center.
- 12.1.8. Itinerant Assignment. A position which may provide services to students of one or more than one site and which is assigned to one central office cost center.
- 12.1.9. Priority Consideration. Status provided to a unit member who is in excess or who is assigned to a school that is going to be closed per Section 12.1.3. A unit member with priority consideration is ensured an interview and shall be selected for a vacancy regardless of seniority, unless there is an overriding issue of qualifications based on objective criteria as established in the posting. It is assumed that a unit member who exercises priority consideration status to obtain an assignment accepts the educational philosophy of the school/program. Priority consideration expires upon the placement of the unit member in a position or by September 1, whichever comes first.
- 12.1.10. Priority Staffing School. The following categories of schools shall be considered priority staffing schools and shall be staffed in accordance with Section 12.3.1 of this Article. Posted positions at these schools shall not be subject to priority consideration.
 - a. A school which has more than thirty percent (30%) of the total assigned certificated staff, for a period of two (2) or more consecutive years, who have not reached their second year of permanent status. Such schools are typically characterized by a higher-than-average turnover rate and a lower-than-average response to positions available during post and bid periods, or
 - b. Low performing schools as defined by the state accountability system, Previously the Academic Performance Index – Decile 1-3 Schools.

Section 12.2: MAY 1 POST AND BID

- 12.2.1. The Human Resource Services Division, will have posted in the office of each school or department and electronically on the district's website, a list of known vacancies for the following year. The May 1 Post shall be provided to the Association electronically and /or hardcopy. The following timelines shall apply
 - a. The May Post will begin no later than May 1.

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- b. The post shall include all known vacancies for the following year. From the date the Association receives its official copy on May 1, unit members will have a minimum of ten (10) calendar days to review and bid on posted positions
- c. Following the close of the post, Human Resource Services Division shall have five (5) workdays to route qualified applicants to school/program administration.
- d. Site selections shall be made no later than five (5) workdays prior to the conclusion of the traditional school year.
- e. A unit member who is to be transferred as a result of a bid shall be notified in writing prior to the conclusion of the traditional school year.

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12.2.2. Any vacancy filled by a leave replacement teacher (that is not being held for a unit member returning from leave of absence) after October 31 shall be posted during the following the May 1 posting period. In cases where site selections are not made within the established timelines, the Human Resource Services Division, will assign qualified unit members according to seniority.

Section 12.3: JULY POST

12.3.1 All unit members in excess after June 30 shall be able to select in seniority order a vacant position for which they are qualified and credentialed.

- a. Unit members shall be electronically provided a list of vacancies on the first day of the posting.
- b. Unit members shall have five (5) calendar days to select in priority order assignment preferences for which they are qualified and credentialed.
- c. Following the close of the post, Human Resource Services Division within ten (10) workdays shall notify all applicants the result of their bids.

12.3.2. All vacant positions available following the July post shall first be offered in seniority order to qualified unit members who are in priority consideration status. A unit member with priority consideration shall be required to accept a position for which he/she is qualified. The unit member's priority consideration status shall expire upon such placement.

12.3.3 Human Resource Services Division shall route all voluntary transfer requests in accordance with Section 12.4.12 for any vacant positions not assigned during the July Post.

Section 12.4: POST AND BID PROCEDURES

12.4.1. Each posted vacancy will show: location, credential required, major and minor field or grade level, duties, responsibilities, program description, and physical setting. The Transfer Monitoring Committee shall review postings.

12.4.2. No new bids will be accepted after the posting period closes. If a position on the post is delayed or modified, the bid acceptance for that one position will be extended for a like number of days.

12.4.3. Extended Day Postings. Site administrators shall poll their staffs as to interest and qualifications in accepting an available extended day assignment. The District shall have the right to require extended day assignments for related vacancies (e.g., English/School Newspaper, Science/Science Fair Sponsor, and Physical Education/Athletics). When more than one (1) vacancy is posted for a site and more than one (1) unrelated extended day assignment must also be staffed, all of the available extended day assignments will be advertised with each vacancy. Unit members who interview for such vacancies shall indicate their preference of and qualifications for an extended day assignment. In the event a qualified unit member cannot be found to fill a combined vacancy and extended day assignment, the vacancy may be filled at the discretion of the District.

12.4.4. Awarding of positions will be based upon the criteria specified in the posting. The Human Resource Services Division will certify that the unit member meet all state and federal requirements and has the required credential for the assignment on file with the District at the time of the closing of the posting period.

12.4.5. The District may interview voluntary transfer applicants and will select the unit member to fill the posted vacancy from the five (5) unit members who have the greatest district seniority, have bid for the position and have been deemed qualified by the Human Resource Services Division.

12.4.6. Bidders may refuse to accept a bid-upon position at the time of the offer or within 48 hours or other mutually agreed-upon period of time following the offer. Schools will notify applicants of the results of the site selection

process. A unit member who has accepted a bid-upon position shall be ineligible to participate in post and bid until the following May 1 posting period.

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12.4.7. Unit members whose latest summary performance evaluation rating is other than "effective" shall not participate in the post and bid procedure. (Also reference 14.6.3.4)

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12.4.8. Unit members assigned to a position requiring a Special Education credential shall be limited to transfer only within the Special Education Program during their probationary period with the District. Probationary II unit members are eligible to bid on positions that begin at the start of the following school year that are outside of the Special Education Program. Prior to transferring to the new position, the unit member must qualify for permanent status.

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12.4.9. Subject to Section 12.2.12. below, the Parties agree that an early posting of positions in priority staffing schools shall be established annually during the month of February. Positions posted in this posting and not filled within the District may be filled by non-district employees provided that such employment does not result in the layoff or excessing of a current bargaining unit member.

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12.4.10. The site or program administrator responsible for developing job postings shall provide the association representative with the opportunity to review and sign the list of proposed postings prior to forwarding to the Human Resource Services Division, Certificated, for editing and final posting. In the event that the association representative is unavailable, the administrator shall forward a copy of the postings to the Association at the same time that the postings are forwarded to the Human Resource Services Division.

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12.4.11. Transfer Monitoring Process. The District and the Association agree to review and monitor post and bid and excessing procedures as they are implemented, to respond to inquiries from the District or the Association, to determine the need for any additional posts, and to make appropriate recommendations to the Contract Administration Committee.

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12.4.12. Seniority After May Post And Bid. Transfers made after the May 1 post and bid will continue to consider the educational needs of the District, and the qualifications and requests of the unit member. When all other things are equal, one (1) of the five (5) unit members with the greatest seniority, who requested the transfer and have been deemed qualified by the Human Resource Services Division, will receive the transfer, except that a unit member who is in excess at a site will be given priority consideration within the same school level (elementary, middle level, senior high).

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12.4.13. Transfers Within Early Childhood Education Programs. Transfers within the Early Childhood Education Programs will be processed through the District office responsible for the program. A listing of vacancies will be posted in each Early Childhood Education Program site. Human Resource Services Division, Certificated, will have posted electronically on the district's website, a list of known vacancies. Each posted vacancy will show location, current hours of assignment, student age level, particulars of assignment, unit member calendar, language, and other stated needs. When necessary, a third (3rd) post may be held in the fall.

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12.4.14. Unit members assigned to an Early Childhood Education Program are also entitled to participate in regular post and bid procedures established in this Section.

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12.4.15. Excessed unit members assigned to central office programs, or other assignments not associated with levels (elementary, middle, or senior high), who have priority consideration will be given priority consideration for available positions for which they hold a current and valid credential. (Note: this language is a result of the grievance G-10-035.)

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12.4.16. Unit members shall receive forty eight (48) hours notice for interviews and be able to utilize their two(2) hour personal leave if the interview conflicts with their current teaching assignment.

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Section 12.5: EXCEPTION TO POST AND BID PROCEDURES

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12.5.1. Integration Programs. For staffing of all integration program positions (except for initial staffing of magnet schools), the District will select the unit member to fill the vacancy from among all qualified applicants.

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12.5.2. Position Vacancy Announcements. Vacancies not staffed internally at a site and normally advertised outside the post and bid period may include Central Office Resource Teachers, In-School Resource Teachers, In-School Counselors, Head Counselors, District Counselors, Library Media Teachers, Senior Speech-Language Pathologists and Senior School Psychologists. Such vacancies will be posted for a minimum of ten (10) calendar days. Except for Central Office Resource Teacher positions, the District may interview and will select the unit member to fill the posted vacancy from the five (5) unit members who have the greatest district seniority, have applied for the position,

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and have been deemed qualified by the Human Resource Services Division. Full-time District Counselor position vacancies assigned to two (2) or more work locations will be advertised; however, it is understood that the combination of work locations and the school calendar to which the position is assigned may change from year to year.

Section 12.6: REGIONAL OCCUPATION PROGRAM (ROP) TRANSFERS

12.6.1. It is understood that regular contract positions which include a partial Regional Occupation Program (ROP) assignment will be posted in accordance with Section 12.2.

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12.6.2. Vacant positions funded exclusively by the ROP Program shall be filled first by qualified ROP unit members who are in excess status.

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12.6.3. Transfers to fill positions funded exclusively by the ROP program will be processed through the [College Career and Technical Education](#) Department. Postings of known vacancies in this program shall be distributed to all ROP unit members. ROP unit members who wish to transfer into such vacancies may file a request to transfer. The District may interview and will select from the five (5) ROP unit members who have the greatest number of years teaching in the District, have filed a request to transfer, and have been deemed qualified. A qualified ROP unit member is one who holds the appropriate credential for the position to be filled, whose most recent summary evaluation is effective and who meets the criteria specified in the postings.

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12.6.4. ROP unit members will also be entitled to participate in regular post and bid procedures established in Section 12.2. It is understood that an ROP unit member on a restricted contract shall be required to complete a probationary period with the District consistent with California Education Code requirements.

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Section 12.7: CENTRAL OFFICE RESOURCE TEACHERS AND MASTER TEACHERS

The District may interview and will select from among all Central Office Resource Teacher applicants and Master Teacher applicants who have been deemed qualified by the Human Resource Services Division. All advertisements for such positions shall specify that at least two (2) years of experience at a priority staffing school are highly desirable. The District shall advertise such positions through position vacancy announcements as they become available throughout the school year.

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Section 12.7: INTERN ACCESS TO POST AND BID

As vacant positions not filled by contract unit members become available, interns who successfully complete their specific intern program shall be provided the opportunity to interview, along with other qualified candidates in the May posting period.

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Section 12.9: INVOLUNTARY TRANSFERS

12.9.1. Administrative. When the supervisor believes that the best interests of the District, the pupils, or the unit member will be served by an administrative transfer, he/she shall file with the appropriate division head a written request stating the reason(s) for such a transfer. [Administrative transfers provide a process to address behavior/actions and their impacts that cannot be addressed through Article 14 – Evaluation or Article 34 – Letters of Reprimand and Suspensions.](#) The reason(s) for administrative transfer shall not be arbitrary or capricious. [Administrative transfers cannot be based on a bargaining unit member’s actions that are protected \(e.g. SDEA meetings, representing SDEA members at conferences, working to rule, etc.\).](#) When a bargaining unit member’s action is not protected, the site administrator is to determine if the action can be addressed through Article 14 – Evaluation or Article 34 – Letters of Reprimand and Suspensions. When the bargaining unit member’s action is neither protected nor addressable through Article 14 or Article 34, the unit member will be entitled to the following elements of due process and the procedure outlined below will be followed. The unit member will be entitled to the following elements of due process:

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12.9.1.1. Due Process

12.9.1.1.1 Before the request for administrative transfer is acted upon, the supervisor shall advise the unit member through a personal interview and in writing that an administrative transfer is being recommended and the reasons therefore.

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12.9.1.1.2 The appropriate division administrator(s) shall, upon request, meet with the unit member to discuss the proposed administrative transfer.

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12.9.1.1.3. The appropriate division administrator(s) will determine whether the administrative transfer should be made.

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12.9.1.1.4. Administrative transfers may be appealed through the grievance procedure.

12.9.1.2. Administrative Transfer Process

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12.9.1.2.1 It is the site administrator's belief or discretion to consider recommending an administrative transfer. The behavior/actions that lead to the consideration of an administrative transfer must be based on the negative impact of the behavior/action and in the best interests of the district, school, pupils, and the unit member.

12.9.1.2.2 There must be a factual basis for the contemplated transfer. The site administrator's belief is to be based on negative impacts at the site that are supported with documentation (evidence)

12.9.1.2.3 Notice: If the site administrator believes there is evidence to support the possible administrative transfer, the site administrator shall meet with the bargaining unit member to discuss the behavior/action, its negative impact and the possible consequences of continuing the behavior. Specifically, the possibility of an administrative transfer must be discussed:

- a. During this conference, the site administrator shall notify the bargaining unit member of expectation(s) for future behavior(s) and a time frame to meet those expectation(s).
- b. In addition, as appropriate the site administrator will inform the bargaining unit member of supports that will be provided to mitigate the behavior/action.
- c. Throughout this process, the site administrator shall create a written record of the conferences and interventions with the bargaining unit member. The written record shall not be placed in the site or central office personnel files' of the bargaining unit member. The unit member shall receive copies of all documentation and have the right to respond.

12.9.1.2.4 When the site administrator determines they will recommend an administrative transfer, the unit member shall receive notification as required in Section 12.7.1.1.

12.9.1.2.5 The division administrator makes final determination on the recommendation. If the recommendation is approved, the division administrator will notify the bargaining unit member in writing:

- a. This notification shall occur at least three (3) workdays in advance of the transfer as required in Section 12.9.1.
- b. Article 12.7.1.4 of the Collective Bargaining Agreement regarding administrative transfers remains intact and this agreement does not supersede that provision.

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12.9.4. Indispensable Services. Unit members in key positions may be protected from involuntary transfer. Key positions are: (1) those positions where there is no available and qualified unit member on site to fill the position, or (2) one of the following positions:

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12.9.4.1. Gifted teaching positions requiring special credentials or District Certification.

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12.9.4.2. Special Education positions requiring Special Education credentials and Resource Specialists.

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12.9.4.3. Elementary Library Media Teachers, Secondary Library Media Teachers, and Head Media Center Librarians.

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12.9.4.4. Bilingual and English as a Second Language positions.

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12.9.4.5. Continuation (Opportunity School) positions.

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12.9.4.6. District Reading teachers.

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12.9.4.7. Inschool Counselors and Senior School Psychologists.

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12.9.4.8. Senior High positions involving extended-day pay.

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12.9.4.9. Itinerant unit members and unit members budgeted to divisions other than Office of Instructional Support.

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12.9.5. Class Reorganization. Unit members will not be reassigned due to declining enrollment after October 31, except in the case of severe declining enrollments caused by circumstances beyond the District's control.

Section 12.10: MISCELLANEOUS TRANSFER PROVISIONS

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12.10.1. Return From Leave. Unit members returning from leave at the start of the school year shall notify the Human Resource Services Division, Certificated, by March 15 of the preceding year. Failure to do so will deny the unit member any rights under the post and bid system.

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12.10.2. Other Suitable Vacancies. If a unit member is transferred to a vacancy which does not materialize, he/she may, by mutual agreement with the site supervisor, be placed in another appropriate vacancy at the cost center. Absent mutual agreement, the unit member will be reassigned by the Human Resource Services Division.

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12.10.3. Annual Transfer List. On or about February 15, the Human Resource Services Division, Certificated, shall provide the Association a list of unit members, showing previous location, new location, effective date of transfer and reason for transfer. This list will cover transfers from the start of the second semester of the previous year to the start of the second semester of the current year.

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Section 12.11: RIGHTS OF TRANSFERRED AND REASSIGNED UNIT MEMBERS

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12.11.1. Notice. Except in emergency situations, unit members shall receive three (3) workdays' advance notice of an impending transfer.

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12.11.2. Preparation for Moving. Up to two (2) days of release time shall be provided for unit member(s) being reassigned or transferred. Release time shall be one (1) duty free day at their current site and one (1) duty free day of preparation/orientation time at the receiving school. Unit members may choose to move on a non-workday and shall be paid at the visiting teacher rate of pay.

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12.11.3. Custodial Services. Appropriate custodial services, if requested, shall be made available to a unit member being transferred or reassigned.

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Section 12.12: SCHOOL OPENING

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School openings shall be staffed solely in accordance with the provisions of this Section and without regard to provisions contained in other sections of this Article.

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12.12.1. Whenever a new school is to be opened, an effort will be made to identify at least seventy-five percent (75%) of the expected vacancies at least four (4) months prior to the scheduled opening.

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12.12.2. Selection of the staff for the new school shall be by the post and bid system as follows:

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12.12.2.1. First Post (as soon as practicable). Up to twenty percent (20%) of the expected positions will be posted. The District will select the unit members to fill the vacancy from all those district applicants deemed qualified by the Human Resource Services Division, Certificated.

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12.12.2.2. February or March Post.

a. Approximately ten percent (10%) of the expected vacancies will be posted, and the District will select the unit members to fill the vacancies from all those district applicants deemed qualified by the Human Resource Services Division, Certificated.

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b. Approximately forty-five percent (45%) or more of the expected vacancies will be posted and filled as provided in Section 12.2.

12.12.2.3. May 1 Post. All remaining vacancies will be filled by following normal post and bid procedures.

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Section 12.13: SCHOOL REORGANIZATION

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A reorganized school shall be staffed first by unit members currently assigned to the affected schools who bid on posted positions and are deemed qualified by the Human Resource Services Division, Certificated. Remaining vacancies may be filled by the District in accordance with Section 12.2.

Section 12.14: SCHOOL CLOSING

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Unit members transferred as a result of a school closing shall be given priority consideration for available vacancies at other sites for which they are properly credentialed and qualified, except that such unit members shall have no priority consideration for positions at the school in the event it is reopened.

Section 12.15: SCHOOL GRADE-SPAN ORGANIZATIONAL CHANGE

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Unit members in the school(s) affected may bid on vacancies for which they are qualified and shall receive priority consideration as defined in this Article.

Section 12.16: INITIAL STAFFING OF MAGNET SCHOOLS

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Unit members in schools which are changing or adopting a magnet focus may:

12.16.1. Request a transfer to other schools in the District.

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12.16.2. Elect to remain at the magnet site, which assumes acceptance of the magnet focus.

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12.16.3. Be transferred under the provisions of Section 12.7.3., Reduction of Staff.

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Section 12.17: MULTIPLE ASSIGNMENT POSITIONS

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12.17.1 Unit members shall have the option to be placed in excess or remain at a site when their position at the assigned site (cost center) is reduced but still remains at 60 % or greater. Human Resource Services shall identify an appropriate assignment match when the unit member remains at the assigned site

12.17.2 Small school sites within the same complex are not considered multiple assignment positions for purposes of this section.

When multiple assignment positions are reduced in number or consolidated, the staffing shall be accomplished as follows:

12.17.1. The District shall identify and post all authorized multiple assignments as in Section 12.2.2.

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12.17.2. Unit members affected by assignment consolidation shall:

12.17.2.1. Request a transfer to other schools or multiple type assignments within the District, or

12.17.2.2. Bid on any vacancies for which they are qualified, or

12.17.2.3. Be transferred under the provisions of Section 12.7.3., Reduction of Staff.

Qualified unit members in the affected multiple assignments will receive priority consideration over districtwide applicants for the same positions. Unit members whose most recent assignment included all or part of the new multiple assignment shall receive priority consideration for placement within the new multiple assignment.

12.17.3. When two unit members bid upon a multiple assignment, part of which each has previously occupied during the most recent year, the unit member with the greater district seniority will be awarded the position.

12.17.4. If no unit member bidding on a new multiple assignment has a priority claim, district seniority will determine the awarding of the position.

Section 12.18: ITINERANT UNIT MEMBER PREFERENCES

12.18.1. The program manager/department head shall provide itinerant staff with information regarding itinerant assignment considerations which become available throughout the school year. Interested itinerant unit members may apply for such opportunities.

12.18.2. Annually by March 1, itinerant unit members shall express their preferences for work schedules within the department or division, including level, program, school(s) or special interests.

12.18.3. The program/department head shall provide itinerant unit members with information regarding the assignment combinations anticipated for the ensuing school year by May 1.

12.18.4. In accordance with the provisions set forth herein, each program/department, in consultation through the program's governance team with all itinerant staff, will develop its own system for making assignments, based on the program's unique needs. Assignments for the ensuing school year, contingent on student enrollment, and categorical/grant funding, will be made by the program manager/department head by the last workday of the Board-adopted traditional school calendar.

Section 12.19 SENIOR SPEECH-LANGUAGE PATHOLOGISTS AND SENIOR SCHOOL PSYCHOLOGISTS

Senior Speech-Language Pathologist and Senior School Psychologist assignments shall be rotated every three (3) years among qualified unit members.

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