

ARTICLE 14 - TRANSFERS

- 14.1 A transfer is defined as a change of job site within the same position classification.
- 14.2 In the event of a vacancy to a position, the District shall distribute announcements of the job vacancy through the school mail service and for posting in places where unit members work. The announcement of the job vacancy shall remain posted in such places for not less than five (5) consecutive workdays.
- 14.3 If for any reason a vacancy for the same position arises within 30 days of the individual's acceptance of the position, the District shall consider the other employees who interviewed for the position. If no employee who interviewed for the position is offered or any such employee refuses the position, the District shall again post the vacancy and comply with the procedures of this Article.
- 14.4 **DISTRICT INITIATED TRANSFER**
- 14.4.1 The District shall initiate a transfer when, in the sole judgment and discretion of the District, a transfer is in the best interests of the District and/or the unit member. Prior to such transfer and upon the request of the unit member, the Administration shall confer with the unit member to be transferred and explain the reasons for said transfer.
- 14.5 **EMPLOYEE INITIATED TRANSFER**
- 14.5.1 The District shall first offer transfer opportunities to bargaining unit members who have worked for the District for a period of not less than five (5) years and are a permanent employee currently employed by the District. The hours of the position sought may not exceed the number of hours of the employee's current assignment. This would not prevent the employees from receiving a potential increase in additional days and/or months.
- 14.5.2 A bargaining unit member who is currently on an assistance plan, or who has received one (1) or more Letter(s) of Reprimand or Suspension(s) without pay within the year preceding the posting of the vacancy, is not eligible for a transfer.
- 14.5.3 Once a bargaining unit member has been placed on an assistance plan, the bargaining unit member shall not be eligible for a transfer until the successful completion of the assistance plan (as defined in Article 18.8), and the bargaining unit member has had an overall rating of 3 (average) or above for one (1) year.

- 14.5.4 The provisions of Article 14.5.1, 14.5.2, and 14.5.3 above shall not preclude any employee from applying for a vacancy.
- 14.5.5 When more than one unit member applies for a transfer, the District shall select for that vacancy the unit member who, in the sole judgment and discretion of the District, is best qualified to fill the vacant position.
- 14.5.6 When in the judgment of the District two or more competing unit members are found to be equally qualified, the unit member with the greater length of service for the District shall be selected to fill the vacancy. For the purpose of this clause “length of service” shall begin from the date upon which the unit members first commenced their most current unbroken service to the District. For the purpose of this clause, a break in service shall occur when a unit member is terminated, or resigns, or is laid off for more than thirty-nine (39) consecutive months.
- 14.5.7 After 14.5.1 has been complied with, nothing in this Article shall be interpreted or implied to prohibit the District from filling vacancies and/or new job positions by recruitment outside of the District.
- 14.5.8 Unit members on any leave who wish to be notified of vacancies shall so notify the District, in writing, and indicate the appropriate address to which a job vacancy announcement should be sent. When this is done, the District shall send a copy of the posting to unit members who have submitted such requests.
- 14.5.9 A unit member who is granted a transfer involving a change in shift or change in job site may not transfer for thirty-six (36) calendar months. A unit member who is granted a transfer involving an increase in hours may not transfer for six (6) calendar months.