

## ARTICLE 7: ASSIGNMENTS/TRANSFERS

### Section A - Assignments

1. An "assignment" shall refer to the bargaining unit position in which a professional educator is placed. A position shall include the grade level (elementary) or department (secondary), and/or specialty (e.g., special education, psychologist, speech therapist or librarian) and the building(s) in which the professional educator is stationed.
2. When known, professional educators shall be notified in writing of any change in assignments prior to May 15 of each year.
3. Reassignment Assistance
  - a. If a change in building, room, and/or grade level (elementary) or (secondary) assignment is initiated by the District occurs after August 1<sup>st</sup>, reasonable time up to ~~three (3)~~ **four (4)** days of pay at the curriculum per diem rate or substitute time shall be provided. ~~If a change of rooms is initiated by the District after August 1<sup>st</sup>, a reasonable length of substitute time or pay at the curriculum rate shall be provided, not to exceed two (2) days.~~
  - b. The District shall transport the professional educator's books and materials.

### Section GB - Vacancies

1. A "vacancy" is a new or existing bargaining unit position that the District intends to fill.
2. Posting of Vacancies:
  - a. As the District prepares to fill vacancies, but prior to the consideration of applicants from outside of the District, a posting of such vacancies, including special assignments, shall be distributed via email to the current MSD staff by the Human Resources Department. If known at the time of posting, the vacancy listing shall show proposed grade level, subject and building location.
  - b. Such vacancies shall first be posted internally for a minimum of five (5) workdays. Should the District desire additional applicants, the vacancy may be posted externally five (5) days after the initial internal posting date.
  - c. Professional educators shall have five (5) working days from the date of initial internal posting to submit a voluntary transfer request form with respect to a posted vacancy. Professional educators may apply and be considered for any vacancy which is posted externally.

- d. All internal candidates shall be granted an interview. Interviews with internal and external candidates may be conducted congruently.**

**Section BC - Transfers**

1. A “transfer” shall mean a change from a professional educator’s current assignment to a different assignment.
2. An “involuntary transfer” is one in which a professional educator is transferred at the initiation of the District.

**3. Involuntary Transfers:**

**With the exception of those infrequent involuntary transfers or assignments initiated by the principal and authorized by the Superintendent, the process for involuntary transfers or assignments shall be determined as follows:**

**a. Volunteers shall first be requested and considered from among staff members. Such volunteers shall be selected for transfer or reassignment if they possess the appropriate licensure where the positions are to be filled. If there are more volunteers than positions, volunteers shall be interviewed and selected by the principal of the receiving school.**

**b. In the absence of volunteers with the appropriate licensure, the principal will identify those members that have been involuntarily transferred within the last eight (8) years, are on a plan of assistance, or have focused goals. After those members have been identified, the member with the least seniority who possesses the appropriate licensure shall be transferred or reassigned.**

**c.** In the event that an involuntary transfer **or reassignment** is **determined** ~~proposed~~, the affected professional educator shall be promptly notified, in writing of the reasons for the transfer **or reassignment**. Upon request from the professional educator, the involuntary transfer **or reassignment** shall be reviewed in a conference between the professional educator and the Superintendent or designee.

**d.** Professional educators being involuntarily transferred **or reassigned** shall be informed of known vacancies at the time the transfer decision is being made. Professional educators shall be able to indicate their preference of assignment.

~~4.~~ After a professional educator is involuntarily assigned or transferred, the professional educator shall have the opportunity to visit the new school. The District shall provide up to one half (1/2) day release time for such a visit if school is in session.

~~3.~~ **5. Voluntary Transfers:**

A “voluntary transfer” is one in which a professional educator applies for and is selected to fill a vacant position.

**By June 1st, the District shall send a communication soliciting voluntary transfer requests. Requests shall be prioritized before involuntary transfers are made or vacancies are filled.**

Professional educators may file an application for transfer by completing a “request for transfer” form for a particular posted open position. Current professional educators will be given an interview for any position for which they are properly licensed. Any professional educator denied a request for transfer shall be informed in writing of the reason for the denial within five (5) days upon the professional educator’s written request for such information.

~~4.~~ A professional educator desiring to transfer voluntarily to another assignment for the following year may submit a written request to the District office on, or before, April 15.

**Section C – Vacancies**

~~1.~~ A “vacancy” is a new or existing bargaining unit position that the District intends to fill.

~~2.~~ Posting of Vacancies: Human Resources shall post on the District’s web site a list of current vacancies. If known at the time of posting, the vacancy listing shall show proposed grade level, subject and building location.