

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 department (secondary) assignment **is initiated by the District and** occurs after August 1st, reasonable time up to three (3) days of pay at the curriculum rate or substitute time shall be provided. ~~If a change of rooms is initiated by the District after August 1st, 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 B - 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.

In the event that an involuntary transfer is proposed, the affected professional educator shall be promptly notified, in writing of the reasons for the transfer. Upon request from the professional educator, the involuntary transfer shall be reviewed in a conference between the professional educator and the Superintendent or designee. Professional educators being involuntarily transferred 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.

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

By March 15th, the District shall send a communication soliciting voluntary transfer requests. Requests shall be reviewed before involuntary transfers are made.

Professional educators may file an application for transfer **by completing an online internal candidate application for any "request for transfer" form for particular** posted open position. Current professional educators will be given an interview for any position

for which they are properly licensed. **Interviews with internal and external candidates may be conducted congruently.**

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.
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