

## ARTICLE X - REASSIGNMENT

### A. Definitions

1. Reassignment is the movement of a unit member from one department, division, subject area, elementary grade level or starting time to another within a school or assignment to both periods one (1) and seven (7) as instructional periods. This definition applies to both full and partial assignments.
2. A vacancy is a position created by death, resignation, retirement, transfer, leaves, reassignment, and expansion of program or increased enrollment. The site administrator or the Superintendent may declare the vacancies not be filled if the positions will not exist due to reduction in sections, reduction in program, diminished funds, obligations to employees on leave, declining enrollment, reduced second semester enrollments, obligations to probationary and permanent categorically funded personnel. The site administrator or the Superintendent shall determine whether or not a vacancy has been created prior to the initiation of the reassignment process.
3. Vacancies in positions other than regular classroom teachers shall be posted District-wide.

### B. Voluntary Reassignment

1. Vacancies open for reassignment shall be announced to the staff and posted in a conspicuous location at the school site.
2. A unit member may request reassignment to a vacancy occurring in his/her school. Requests for reassignment to classroom vacancies shall be acted upon before the vacancy is posted or advertised for regular transfer.
3. Criteria to be applied for voluntary reassignment are:
  - a. Contribution(s) which the reassignment can make toward strengthening the total school program, as determined by the site administrator.

- b. Appropriate credential authorizing service in the assignment.
  - c. Special job-related skills or talents.
  - d. Constraints of Title IX and Affirmative Action laws and regulations.
4. The site administrator shall attempt to honor reassignment requests whenever possible, considering qualifications and criteria.
  5. Any unit member interviewed for transfer who has been denied may request reason(s) for such denial orally and/or in writing.
  6. Prior to a grievance beginning at Level II, the unit member must have requested in writing the reasons for denial of the reassignment.

C. Involuntary Reassignment

1. Involuntary reassignment is the reassignment of a unit member by the site administrator.
2. When involuntary reassignment(s) are necessary, the site administrator shall attempt to place unit member(s) in a position similar to their former assignment(s).
3. Prior to involuntary reassignment, the administrator involved shall make demonstrable efforts to resolve the situation through offering voluntary reassignment to the unit member.
4. Criteria to be applied for involuntary reassignment of unit members are:
  - a. Contribution(s) which the reassignment can make toward strengthening the total school program, as determined by the site administrator.
  - b. Appropriate credential authorizing service in the assignment.
  - c. Constraints of Title IX and Affirmative Action.
5. A recommendation to involuntarily reassign a unit member shall take

place only after a meeting or consultation between the unit member being considered for reassignment and the site administrator. If, after two days of concerted effort to meet or consult with the unit member, the site administrator finds that the unit member is unavailable, a written communication will be placed in the unit member's mailbox and will also be sent by registered mail to the last home address. The teacher shall have two (2) weeks to respond from the date of mailing until August 1st; after that, one (1) week. If the unit member fails to respond to the registered letter, the involuntary reassignment may take place without a conference.

6. Upon written request, a unit member shall be given in writing the reason(s) for his or her involuntary reassignment. The written request and the written response shall be kept on file in the Human Resources Office, but not in the employee's personnel file.
7. If the reassignment necessitates a room change, the site administrator shall provide assistance to the transferee in obtaining and moving materials.
8. Prior to a grievance beginning at Level II, the unit member must have requested in writing the reasons for the reassignment.
9. An employee who has been involuntarily reassigned or transferred into a teaching assignment may voluntarily request the assistance of subject area specialists as outlined in the Peer Assistance and Review Program Sideletter for the first year of their new assignment. Such participation in the remediation program shall not be a part of the teacher evaluation and shall not be placed in the teacher's personnel file.

D. Appeal

1. Procedural aspects of reassignment shall be grievable.
2. Reasons for the reassignment shall not be grievable, but may be appealed to the Board of Education. The decision of the Board shall be final. The teacher(s) involved have the right to representation of their choice.