

ARTICLE XI - VOLUNTARY TRANSFER

Voluntary transfers of certificated staff are recognized as an option of personal professional growth and development. Change provides new opportunities and challenges as well as a chance to offer the benefits of expertise in a new situation. Voluntary transfers and exchanges will be encouraged.

A. Definitions

1. Voluntary transfer is the relocation of a unit member from school to school at the request of the unit member and may include a change in grade level and subject.
2. A vacancy is a position created by death, resignation, retirement, transfer, leave, reassignment, expansion of program, or increased enrollment.
 - a. The Assistant Superintendent of Human Resources may declare that vacancies not be filled if the position(s) will not exist due to: Reduction in sections, reduction in program, diminished funds, obligations to employees on sabbatical leave, declining enrollment, reduced second semester enrollment, and obligations to probationary and permanent categorically-funded personnel.
 - b. A vacancy shall not be deemed to exist as a result of:
 1. a voluntary unit member exchange; or
 2. an involuntary reassignment or transfer, unless announced as such by the Assistant Superintendent of Human Resources.
 - c. The Assistant Superintendent of Human Resources may declare that an elementary teaching position that arises ten (10) days before the beginning of or during the school year shall not be considered vacant until the end of the school year.
 - d. The Assistant Superintendent of Human Resources may declare that a secondary teaching position that arises ten (10) days before the beginning of or during the semester shall not be considered vacant until the end of the semester.

- e. Exceptions to the ten (10) day rule (in c. and d. above) may be made consistent with the needs of the District as determined by the Superintendent.

B. Transfer Rights and Procedures

1. Unit members who wish to transfer shall file a "Request for Transfer" form with the Human Resources Office on or before May 1st. The request may specify the type of position(s) and the site(s) desired. Completion of a "Request for Transfer" form shall not constitute an agreement to transfer. A unit member may apply for a posted vacancy and shall be considered for that vacancy as provided for in this Article.
2. Criteria to be applied for voluntary transfer are:
 - Contribution(s) that the transfer can make toward strengthening the total school program as determined by the administration with the advice of the site interview committee.
 - 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.
3. Upon determination of a vacancy for the following school year between April 1st and the last day of school, formal posting of the vacancy announcement for internal applicants shall be initiated by the Human Resources Office. The vacancy announcement shall be posted at each school site for one (1) week. Notices of all vacancies shall be provided to the Federation.
4. Upon determination of a vacancy, each unit member who had filed a "Request for Transfer" form shall be invited to interview for those vacancies that are within the scope of his/her request. In addition, vacancies over the summer will be announced by means of the telephone tape. Also, vacancies occurring after the first Monday in August will be posted at the school sites.

5. Any unit member interviewed for transfer who has been denied may request reason(s) for such denial orally and/or in writing.
6. The District shall transport all materials being moved from one school site to another, provided that the transferee prepares such materials for movement.
7. In the event of voluntary transfer, the transferee shall be entitled to up to two (2) days released time to prepare for his/her new assignment. Said preparation time is to be expended on mutually agreed upon dates between the transferee and the site administrators involved.
8. In the event of a voluntary transfer, the unit budget of the transferee's school shall receive an allocation of \$150 per transferee from the District budget to be used to purchase instructional materials for the transfer.
9. Prior to a grievance beginning at Level II, the unit member must have requested in writing the reasons for the denial of voluntary transfer.

C. Intra-District Teacher Exchange Program

With the consent of the site administrators involved and the Superintendent or his/her designee, two (2) teachers may choose to exchange positions for a period not to exceed one (1) school year. Such requests may be made formally in writing to the Human Resources Office not later than May 15. Exchanges may be made permanent only with the consent of all parties involved, including site administrators, teachers, and the Superintendent and his/her designee. Provisions in section B. 8, 9, and 10 above apply.

D. Appeal

1. Procedural aspects of these Articles shall be grievable.
2. The reasons for voluntary transfer 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 shall have the right to representation of their choice.