

STAFFING PROCESS

This transfer and reassignment process is provided for information only and as such, is not to be considered part of the contractual agreement between SCEA and School District 742, and as such are not grievable. This process will allow discussions to be made based upon mutual respect, equity, fairness, honesty, consistency and in the best interest of students.

The following guidelines will govern how the District makes staffing decisions in regards to voluntary and involuntary transfers of staff.

General guidelines for making staffing decisions

1. Staffing will be done in accordance with all licensure regulations.
2. The District has the right to transfer staff in the best interests of teachers, students and programs. Realignment is the prerogative of the District.
3. In the staffing process, principals should be aware of balances in: diversity, gender, teaching experience and subject matter expertise. Where obvious imbalances occur, an attempt to remedy them will be made.
4. Transfers of staff will normally occur at the end of one school year and prior to the beginning of the next school year. Unique situations may result in transfers during the school year.
5. A teacher in the formal assistance phase of the SPRE Document will not be transferred without the approval of the Executive Director of Human Resources.
6. If principals reach a point of impasse in making staffing decisions, the Executive Director of Human Resources will determine placement.

Administrative Guidelines

Section 1: Voluntary Transfer

- A. A voluntary transfer shall be defined as a transfer initiated by a teacher.
- B. The District will post the status of vacant positions solely within the District at an established and accessible location and will update this list weekly with copies also to the association.
- C. After the initial internal posting, the District may post notices of all vacant positions externally, if necessary.
- D. Any teacher may apply for a transfer to any vacant position for which said teacher is eligible by filing a written letter of request to transfer with Human Resources. The District

shall consider all timely requests for voluntary transfer before permanently filling any vacant position.

- E. The District shall make a reasonable effort to grant applications for voluntary transfer.
- F. If more than one (1) qualified a teacher has applied for a voluntary transfer to an open position, the most senior, properly licensed teacher will be strongly considered based on the following criteria:
 - 1. Contribution the staff member could make to students in the new position according to training, experience, and interest.
 - 2. Qualifications of the staff member as compared to those of other candidates.
 - 3. The desires of the staff member.
 - 4. The recommendations of the department or team members involved in the transfer.
 - 5. The opportunities for the teacher's professional growth.
- G. If a voluntary transfer is denied, the supervisor of the open position shall provide reasons to the applicant, if the applicant requests them. No request for voluntary transfer shall be denied arbitrarily, capriciously, or without basis in fact.

Section 2: Involuntary Transfer

- A. An involuntary transfer shall be defined as changing a teacher's grade level or building assignment that is not initiated by the teacher.
- B. Assigning involuntarily transferred teachers will have first priority when making assignments. The second priority will be to take action on voluntary transfer requests. Third, the assignment of teachers on unrequested leave of absence will occur.
- C. Except in unusual situations (administrative prerogative, letter G), involuntary transfers are triggered by changes in staffing needs resulting from such things as changes in enrollment, program reconfiguration, or staff realignment. Given this, if an involuntary transfer is necessary, the unit administrator will seek a volunteer first.
- D. As a general rule, the teacher with the least District wide seniority will be strongly considered for the transfer. Other factors which may be considered in conjunction with seniority include: licensure, staff balance, extra curricular assignments, special expertise, involvement/contributions in building activities, program concerns such as scheduling, full-time placement and the desires of the person being transferred.
- E. Discussions will be held with teachers being involuntarily transferred prior to the announced date of all district assignments for the following year.

- F. If an involuntary transfer is made, the supervisor will provide reasons for the transfer if the teacher asks for them.
- G. Involuntary transfers by administrative prerogative shall occur with evidence of serious and ongoing professional differences and/or conflict/morale issues related to positive school climate, and will be subject to the following guidelines:
- 1) The administrator making the transfer will confer with the Executive Director of Human Resources in order to provide rationale/documentation for the transfer.
 - 2) The principal will meet with the teacher being involuntarily transferred well in advance of the District announcement date for the following year's assignments.
 - 3) Should the affected teacher have concerns with the transfer the teacher may request a meeting with the Executive Director of Human Resources. At that time the teacher will have the opportunity to ask questions and respond to information presented.
 - 4) Subsequent to this meeting the Executive Director of Human Resources may decide to uphold the transfer, withdraw the transfer, hold a joint mediation session, or implement other problem solving strategies.
- H. If a disagreement occurs regarding the transfer, or a question occurs regarding the process, the SCEA may file an appeal in writing to the Executive Director of Human Resources within four (4) working days of the assignment announcement.

The Executive Director of Human Resources will review the transfer and will issue a timely written explanation of his findings including a decision on the appeal. The Executive Director of Human Resources will have the authority to overturn or uphold an involuntary transfer.

The decision of the Executive Director of Human Resources may be further appealed to the Superintendent of Schools within four (4) working days of said decision. The Superintendent will make every effort to ensure that involuntary transfers are carried out in accordance with this process. The Superintendent of Schools will have the final authority to overturn or uphold an involuntary transfer.

