

Memorandum of Understanding

By and Between



The Peninsula School District & The Peninsula Education Association

Agreement Regarding In-district Voluntary Transfer Language

Peninsula Education Association and Peninsula School District share a common interest in simplifying the in-district transfer process to make voluntary transfers of certificated employees earlier and enable the district to fill vacant positions more easily before posting and interviewing outside candidates. PEA and PSD agree to the following provisions for the 2022-2023 hiring season. PEA and PSD agree to evaluate the effectiveness of this in-district transfer language through DAC. Any permanent changes would be part of further negotiations and need to be ratified by PEA membership.

Process:

1. **ORDER** - Voluntary in-district transfers would occur after existing CBA Section 5.21.C.4, allowing first for in-building reassignment and then Section 5.21.D, placing involuntary transfers due to reduction in FTE, program change, or other involuntary transfer situations outlined in the CBA.
2. **POSTING** - Human Resources will:
 - a. Post all certificated positions for the 2022-23 school year first and exclusively for internal candidates to apply.
 - b. The district website will house all postings. During the spring hiring season (April-June 1st) Humans Resources and Communications will send all district employees email / parent square reminders of new job postings every Friday.
 - c. Internal postings will accept applications until midnight of the third work day after posting. This date will be clearly visible on the posting.
3. **APPLICATION** - Educators must apply to be considered for internal voluntary transfers.
 - a. Educators must complete the abbreviated application process by the posting deadline.
 - b. The internal application will consist solely of a standardized "letter of interest" (link here), not to exceed one page front and back.
 - c. No additional performance tasks will be required by the district or individual buildings.
4. **SELECTION** - Educators will be considered for interview using criteria from CBA Section 5.21.C:
 - a. Criteria: Educators must possess the required certification and endorsements, qualifications of the educators as applicable to the requirement of the position including possession of needed specialized instructional skills, relevant training, and experience in the level and/or subject matter of the open position.
 - b. Seniority: For any open position at least the three (3) most senior educators meeting the above criteria shall be selected for interview and may include two (2) additional internal applicants who also meet the above criteria.

5. **INTERVIEWS –**

- a. The building administrator or designee will contact candidates to set up an interview.
- b. The interview panel will consist of a building administrator and certificated educators from the receiving department, grade level, and/or team.
- c. A consistent and confidential interview process will be established through DAC, where the district and PEA will draft written parameters for employees and building administrators participating in interviews. All documentation will be sent to Human Resources.
- d. After all internal candidate interviews are completed, the team will rank any candidates deemed eligible for transfer. This order will be shared with Human Resources and used in offering the position. In the event the primary candidate declines transfer and there is more than one candidate on the list, the next eligible candidate would be offered the position.

6. **NOTIFICATION –** The building administrator will follow up with all candidates within a timely manner.

- a. If the building accepts an employee for transfer, they will contact the employee directly and offer them the transfer in the order established by the interview team until the position is filled.
- b. If the building decides not to accept a transfer of an employee, the building administrator will contact the employee directly and provide feedback as to why they were not selected for a transfer to that site.
- c. The building administrator will notify HR when a position is accepted.

7. **EXTERNAL POSTINGS –** To expedite the hiring process the district will create a pool of external candidates once the internal posting has closed.

- a. In the event no in-district candidate applies or is accepted for transfer, the district will open the process to external candidates.
- b. In the event a district employee is interested in a position after the internal process has concluded they would then need to apply and the district would revert to the existing CBA process outlined in Section 5.21.C.
- c. After June 1st , all future openings for the 2022-2023 will be posted open to both internal and external candidates.

8. **UNIQUE POSITIONS-** The in-district transfer language will not apply to certificated positions with unique or special requirements. HR will consult PEA when a unique position arises.

In witness whereof, the parties have executed this Agreement on the 25th day of January, 2022.

For the
Peninsula Education Association:

[signed by]

Carol Rivera, PEA President

For the
Peninsula School District 401:

[signed by]

Karen Andersen, Chief Financial Officer