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Article 12 MOU

The District and the Association acknowledge their mutual interest in increasing transparency and accessibility to the transfer process for licensed staff and minimizing disruption to staff and students. The purpose of this agreement is to explore on a pilot-basis ways to advance these mutual interests.

This Memorandum of Understanding takes effect upon ratification and shall be reviewed and adjusted yearly by the parties beginning fall of 2023. Such review shall occur no later than October 1st for the term of this contract, ending June 30, 2024. This Memorandum of Understanding supersedes the terms of CBA Articles 12 as delineated below.

A. Definitions

1. **Assignment:** A bargaining unit position identified by worksite, grade level, subject, or specialist position and FTE.
2. **Vacancy:** An unoccupied bargaining unit assignment that is to be filled.
3. **Transfer:** A change in worksite, initiated by either the employee (voluntary) or District (involuntary).

B. Process Preparation

Prior to the beginning of the staffing/hiring process, and no later than February 15th, The District and Association will meet to review the yearly sequence and tentative timeline for the following;

1. Rationale for positions designated as to “hard to fill” and exempted from the hiring/staffing timelines.
2. Affirm timeline for staff preference survey.
3. Review Job Expo timeline, including tentative timeline for placing unassigned staff after the Job Expo.
4. Vacancy posting timeline.

C. Job Expo

The District will offer a yearly internal Job Expo. Members who have been involuntarily transferred or who wish to seek a transfer to another building will have the opportunity to interview for position(s) for which they may qualify.

1. No later than May 1st, the District shall hold a Job Expo where all building administrators will meet with qualified internal applicants for positions on the known vacancy list. The District shall post the known vacancy list at least five (5) days prior to the Job Expo. Any qualified employee who is interested in a position on the vacancy list will be eligible to meet with the building administrator/designee. In years when the District is facing potential layoffs for licensed staff, the Job Expo may be waived by mutual agreement with the Association.
2. At least five days prior to the beginning of the Job Expo, unit members who may be involuntarily transferred from their current worksite/building will be notified.
3. During the Job Expo, employees who may be involuntarily transferred will be given priority to interview for vacancies within matching areas of licensure and qualifications. If not selected through the Job Expo, employees otherwise facing involuntary transfer will be placed by Human Resources. Employee preferences will be considered.
4. Members on a Plan of Assistance or Plan of Awareness are not eligible for the Job Expo.

D. Involuntary Transfer

1. For involuntary transfers that occur after the licensed hiring season has commenced, volunteers shall be requested and considered before administrative transfers are initiated unless the reason for the involuntary transfer is specific to the individual being transferred.
2. Administrators will survey staff about assignment preferences prior to the Job Expo each year so that employee input can be considered before any transfers are made. In

making an involuntary transfer, every effort will be made to consider the following factors:

- a. Employee preferences
 - b. Grade/subject level experience
 - c. Licensure
 - d. Relevant training
 - e. Bilingual ability
 - f. Recency of previous involuntary transfers
 - g. Impact on an employee's federally subsidized grant
3. If an employee is involuntarily transferred, a conference with the initiating principal will be arranged if requested by the employee to discuss the reasons for the transfer. If requested, the reasons for the transfer will be reduced to writing by the initiating principal, signed by all parties at the conference, and a copy given to the employee.
 4. An employee shall be notified of a transfer between schools as soon as possible but at least ten (10) days prior to the effective date of the transfer, except in the case of an emergency or changes in student enrollment.
 5. When employees are transferred into a new school or expected to deliver a program in which they have little or no experience, the principal and the employee will plan for professional development for the employee to be implemented throughout the first year.
 6. During the period of time between February and August, if a position requiring the same licensure as the position from which an employee was involuntarily transferred at the same site from which the employee was transferred opens before August 15, the employee who was transferred has the right to return to that position in lieu of the District opening it up as a vacancy.
- E. Vacancies and Posting
1. At the completion of the internal staffing and transfer process, the District will prepare a list of all known vacancies which exist on that date due to employee resignation,

retirement, or an approved leave of absence. Before commencing the external hiring season, the District may hire a temporary employee into the position held by that employee unless the position is to be filled by an employee returning from leave or an employee being reassigned. If the temporary employee is hired into the position, the position will not be posted. If the position is not filled by the temporary employee, by an employee returning from leave, or by an employee being reassigned, it will be posted. The list will be posted on the District e-mail system.

2. An employee may apply for any or all categories of transfers, provided the employee meets the requirements for each type of transfer. Continuity of evaluation will be a factor in considering transfer applications by probationary employees.
3. Temporary employees may apply and be interviewed for posted vacancies.
4. Principals must interview two (2) contracted or probationary employees for each vacancy, provided at least two apply.
5. Members on a Plan of Assistance or Plan of Awareness are not eligible to apply for vacancies.
6. To be considered, applications for a posted vacancy must be received by the Human Resource Department before the vacancy posting closes. Employees may apply for specific vacancies through August 30; however, after August 15, the employee must have the concurrence of the building principal.
7. An employee who files timely applications for such vacancies will be given consideration along with other qualified applicants. However, the principal must interview at least two (2) contracted or probationary employees who have applied for a posted vacancy, unless fewer have applied.
8. When the Human Resource Department makes an offer of a specific position, the employee will be notified. Any such offer made to an employee by the Human Resource Department must be accepted or rejected by the employee within 24 hours following acknowledged notification by the District. Any such offer made by the Human Resource Department will be confirmed in writing.

F. Selection of Candidates

Selection of a candidate for each position, whether within or from outside the District, shall be at the discretion of the school administration.

G. Information Opportunities

1. The Human Resource Department will establish a yearly meeting for employees who are considering a transfer. The purpose of this meeting will be to provide helpful hints for interviewing and for file review. Such a meeting will be entirely voluntary on the part of employees.
2. Upon request by an employee, the Human Resource Department will also make available an individual meeting for any employee who has applied for transfer and has not been successful. The purpose of this meeting is to provide the employee feedback as to the reason(s) the employee did not receive a transfer. It is understood that this meeting will be an attempt to counsel the individual employee. The subject of this meeting will not be subject to just cause and/or the grievance procedure. Any request by an employee for such a meeting shall be within a reasonable time after the transfer process is completed.

H. Assistance

1. Employees who are involuntarily transferred or have their grade level or subject area changed shall be allowed released time or extended contract for moving to a new assignment as follows:
 - a. If notified of the transfer by June 30, then no time for relocation.
 - b. If notified of the transfer by August 14, then one day of time for relocation.
 - c. If notified of the transfer or change in grade level/subject area after August 14, then two days of time for relocation and preparation.
2. If an employee is moving to a new classroom or workspace, the District shall transport the employee's books, materials and other personal belongings related to the assignment.

I. Trading Worksites

Beginning with the 2023-2024 school year, two qualified employees may express an interest in trading worksites by submitting a request by July 15th. To initiate a worksite trade, the involved employees must:

1. Receive the approval of the supervising administrators at the respective worksites.

2. Send written notice to the Human Resources Department, which includes the names of the employees, their respective licensure, the worksites involved in the trade, and a description of the specific assignments.

3. Worksite trades must have the approval of the Human Resources Department.

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Article 12 MOU - DRAFT

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2. Vacancy: An unoccupied bargaining unit assignment that is to be filled.
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2. Affirm timeline for staff preference survey

3. Review Job expo timeline, including tentative timeline for placing unassigned staff after the expo
4. Vacancy posting timeline

C. Job Expo

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1. No later than May 1st, the District shall hold a Job Expo where all building administrators will meet with qualified internal applicants for positions on the known vacancy list. The District shall post the known vacancy list at least five (5) days prior to the Job Expo. Any qualified employee who is interested in a position on the vacancy list will be eligible to meet with the building administrator/designee. In years when the District is facing potential layoffs for licensed staff, the Job Expo may be waived by mutual agreement with the Association.
2. At least five days prior to the beginning of the first Job Expo, unit members who may be involuntarily transferred from their current worksite/building will be notified.
3. During the Job Expo, involuntarily transferred employees will be given priority to interview for vacancies within matching areas of licensure and qualifications. If not selected through the Job Expo, employees otherwise facing involuntary transfer will be placed by Human Resources. Employee preferences will be considered.
4. Members on a Plan of Assistance or Plan of Awareness are not eligible for the job expo.

D. Involuntary Transfer

1. For involuntary transfers that occur after the licensed hiring season has commenced, volunteers shall be requested and considered before administrative transfers are initiated unless the reason for the involuntary transfer is specific to the individual being transferred.
2. Administrators will survey staff about assignment preferences prior to the Job expo each year so that employee input can be considered before any transfers are

made. In making an involuntary transfer, every effort will be made to consider the following factors:

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E. Vacancies and posting

1. At the completion of the internal staffing and transfer process, the District will prepare a list of all known vacancies which exist on that date due to employee resignation, retirement, or an approved leave of absence. Before commencing the external hiring season, the District may hire a temporary employee into the position held by that employee unless the position is to be filled by an employee returning from leave or an employee being reassigned due to enrollment decline. If the temporary employee is hired into the position, the position will not be posted. If the position is not filled by the temporary employee, by an employee returning from leave, or by an employee being reassigned due to enrollment decline, it will be posted. The list will be posted on the District e-mail system.
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4. Principals must interview two (2) contracted or probationary employees for each vacancy, provided at least two apply.

F. Specific Vacancies

1. Members on a Plan of Assistance or Plan of Awareness are not eligible to apply for specific vacancies.
2. To be considered, applications for a specific vacancy must be received by the Human Resource Department before the vacancy posting closes. Employees may apply for specific vacancies through August 30; however, after August 15, the employee must have the concurrence of the building principal.
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