

# 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 2023-2024 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, as well as, movement and reassignment necessitated by CBA Article VII – Reduction In Force.
- 2. INTENT TO TRANSFER** -
  - a. All certificated employees **MUST** indicate their interest in an In-district voluntary transfer by completing the Intent Survey issued by Human Resources in March. On this form, employees will indicate:
    - Whether or not they are interested in a transfer.
    - Which buildings, subject areas and grade levels they are interested in.
  - b. ESA and Itinerant staff supervised by Student Services will utilize the existing collaborative process to request building reassignment based on student needs and caseload.
- 3. PROCESS**-
  - a. When an opening becomes available in a building where an employee has indicated a desire to transfer that position will not be posted until the in-district process has been followed.
  - b. Human Resources will:
    - i. Maintain the confidential database.
    - ii. Verify whether certificated employees hold the appropriate certifications, endorsements and/or experience to hold the vacant position.
    - iii. Confirm the certificated employee wants to be considered for the vacant position(s) based on the information they provided on the Intent Survey.
    - iv. Provide building administrators with the internal candidates information once the above steps have been completed.
- 4. INFORMAL INTERVIEWS** -
  - a. The building administrator or designee will contact candidates to set up an interview.
  - b. The panel will consist of a building administrator and no more than two (2) certificated educators from the receiving department, grade level, and/or team.
  - c. A consistent and confidential process will be established through DAC, where the district and PEA will draft written parameters for employees and building administrators participating in informal interviews. All documentation will be sent to Human Resources.

- d. After all internal candidate Informal 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.

**5. NOTIFICATION and ACCEPTANCE –**

- a. The building administrator will follow up with all candidates within a timely manner.
- b. 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.
- c. If the building decides not to accept a transfer of an employee, the building administrator will contact the employee directly and provide constructive feedback as to why they were not selected for a transfer to that site.
- d. The building administrator will notify HR when a position is accepted.
- e. Once a certificated employee accepts an in-district voluntary position, they will no longer be eligible for other positions using the In-district Voluntary Transfer process.

**6. EXTERNAL POSTING –**

- a. 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.
- b. In the event no in-district candidate applies or is accepted for transfer, the district will open the process to external candidates.
- c. 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.
- d. After June 1, all future openings for 2023-2024 will be posted, open to both internal and external candidates.
- e. Certificated Educators on Leave Replacement contracts in the 2022-23 school year.
  - i. In the event no in-district certificated employees have notified PSD of an interest to transfer into a vacant position, the district may place any candidates identified through successful teaching experience in PSD while on a non-continuing (leave replacement contract)
  - ii. For all positions posted prior to the last day of school, June 21, 2023, certificated educators on leave replacement contracts are in-district employees and the provisions of section CBA Section 5.21.C will apply.

In witness whereof, the parties have revised this Agreement on the 23rd day of May, 2023.

For the  
Peninsula Education Association:  
|signed by|

For the  
Peninsula School District 401:  
|signed by|

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Carol Rivera, PEA President

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Ashley Murphy, Chief Financial Officer