

Secretarial Transfer/Placement/Reduction Guidelines

Voluntary Transfers-

All vacancies will be posted for five (5) working days for internal consideration, and then external consideration until the position is filled. Upon posting the position an email will be sent out for electronic notification of the vacancy. Bargaining unit employees shall apply for the posted vacancies by submitting an internal application via the website within the five (5) day posting period.

Prior to filling a vacancy, the supervisor of the position may elect to conduct an interview with the more senior applicant(s). If an interview is requested, the supervisor will need to provide Human Resources with the justification for an interview.

Vacancies will be filled by the most senior bargaining unit applicant unless the applicant is clearly unqualified, or if the applicant has been placed on a performance improvement plan. Applicants that are on a Performance Improvement Plan (PIP), or in their probationary period, may not be considered for voluntary transfer. Successful applicants (bargaining unit and /or external) must remain in a position for 1 year before they can be considered for voluntary transfer. Successful internal transfers should transfer within fifteen (15) working days when possible. When the position is filled with an internal transfer and email notification will be sent to communicate the successful transfer.

Involuntary Transfers-

An involuntary transfer occurs when there is any employee movement that is not initiated by the employee.

Any employee should be notified in writing within 5 working days prior to the effective date of transfer. When an involuntary transfer is to be made, the least senior qualified employee should be transferred unless a more senior employee expresses, they would like to take the involuntary transfer. No employee shall be assigned to a position for reasons deemed to be arbitrary, capricious or without basis of fact.

Position Update

Prior to changing positions between levels (Level 1 vs. Level 2) and prior to a change in calendar (10.5 mo. vs. 12 mo.), Human Resources will provide a reason for the change to the union.

Reductions/Building Closures/Building Reconfigurations-

If the Davenport Community School District closes, consolidates, or reconfigures a building which would result in reduction or transfer of staff, the parties shall agree upon a special staffing procedure for reassignment for displaced personnel.

A plan would be discussed for any staff reductions that would result in loss of employment.