

Provision:	Article IV, Section 9	Title:	Assignments, Transfers, Vacancies and Promotions
Presentation:	Third (Second 6/25/24, First 5/30/24, Supposal 5/16/24) (CEA 6/20/24, 8/8/24)	Date:	8/8/24

**District Proposed 8/8/24:**

**Section 9 Assignments, Transfers, and Vacancies**

**Definitions:**

1. Assignment: An employee's placement in a building or program.
2. Reassignment: A change in an employee's assignment within a building to a comparable position due to staffing and/or program needs.
3. Discontinued Position: A position that is no longer required because of student enrollment, building or other related educational needs.
4. Transfer: The movement of an employee from one building or program to another.
  - A. Voluntary - A transfer initiated by the employee and agreed to by the District.
  - B. Involuntary - A transfer initiated by the District.
5. Comparable Position: A position that is the same in FTE and certification requirements.
6. In-District Vacancy: A building or program position that is available to employees after reassignments.
7. Vacancy: A building or program position that is available to qualified applicants.
8. District Seniority: Seniority will be calculated by actual time spent in the Cheney School District, minus voluntary leaves, resignations/rehires, and other employee-initiated time away. Both partial year and partial contract, for this section, will be figured in increments of 0.5; i.e. any time less than half time will be rounded to 0.5, and any time over half will be rounded to 1.0.
9. Provisional Status: As defined by law.

The assignment and transfer of an employee directly affects his/her satisfaction and effectiveness. Assignment and transfer should match the employee's qualifications in the areas of training, experience and personal preference.

The Superintendent or his/her designee is responsible for all assignments and transfers. In the determination of assignment and transfers, the Superintendent or his/her designee will consider the employee's training, experience, personal preference and the best interests of the District. A record of the date and type of transfer will be sent to the employee, with a copy to the employee's personnel file.

*Meredith Lemelin*  
8/9/24

*Joni Paul*  
8/9/24