

Administrator Transfer and Placement
Article VI
District Response 12-11-2024

- A) Any AAAA member may make an application for a transfer to a position of similar responsibility or job specification covered by this Agreement, except that an administrator who is serving a probationary period may not request a transfer without prior written approval from the Superintendent of Schools.
- B) An AAAA member who is eligible, under the provisions of this Agreement, may make an application for transfer. The President of the Association will be informed of the resignation/termination of AAAA members and they will communicate the information pertaining to a possible vacancy to the members of the bargaining unit. An AAAA member who is interested in a transfer should notify the Superintendent of their interest in obtaining a transfer within five (5) days during the school year and ten (10) days during the summer following notification to the President. Permanent action will not be taken until the above timelines have expired. This procedure will not apply to positions which become open as a result of a transfer.

In a time period two weeks prior to the start of school through the first week of school, the five day timeline for a AAAA members to notify the Superintendent, as defined above, shall be reduced to seventy-two (72) hours exclusive of weekend days and holidays. The parties may agree to modify this seventy-two (72) hour timeline by mutual agreement.

- C) When an opening occurs, Human Resources will inform all association members by email.
1. Decisions regarding the placement and/or assignment of AAAA staff members shall be made on the basis of the best interest of the District as well as the certification, qualifications, and effectiveness of each respective AAAA staff member, to the extent that the decisions are consistent with the terms of the AAAA staff members' individual contracts and this agreement.
- a. Length of service or tenure shall not be used as the sole factor for decisions regarding placement and/or assignment of AAAA members. Length of service or tenure may be used as a tiebreaker if a decision regarding placement and/or assignment of administrators involves 2 or more employees and all other factors distinguishing those employees from each other are equal.
 - b. Assignment of AAAA members is within the sole discretion of the Superintendent (or designee). Among the factors to be considered in granting transfers are:
 - i. Certification requirements
 - ii. Length and area of professional experience within the Ann Arbor Public Schools and length of time in the current position.
 - iii. Length and area of professional experience outside the Ann Arbor Public Schools.
 - iv. Academic training.
 - v. Ability to perform the assignment.

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- vi. Professional growth.
 - vii. Previous ratings.
 - viii. Effectiveness.
 - ix. Previous disciplinary history.
 - x. The administrator's attendance history, excluding absences allowed pursuant to state or federal law.
 - xi. Relevant and specialized training.
 - xii. Significant, relevant accomplishments and contributions to the District.
 - xiii. Any further factors stated in this Article which places conditions upon the placement and/or assignment of administrators.
2. Insofar as possible, AAAA members will be assigned in their area of specialization, and administrators' desires and opinions will be taken into consideration regarding changes in assignment, but all placement and assignment decisions are within the sole discretion of the District. All decisions pursuant thereto shall be final.
 3. AAAA members shall only be assigned in accordance with all state and federal laws and regulations regarding certification and qualification requirements.
 4. The District, after consultation with AAAA President (or designee), may amend, revise, or set additional qualifications, certifications, or endorsements for open/vacant positions as they become open/vacant.
 5. It is the AAAA member's sole responsibility to maintain their certification and to promptly provide written documentation of the certification, endorsement, and/or qualification status to the Human Resources Department.
 6. All AAAA members shall be given written notice of their assignment for the forthcoming year as soon as practicable and under normal circumstances no later than June 30th. Administrators affected by assignment changes after June 30th shall be notified as soon as practicable. Nothing in this section shall limit the District's authority to make changes in assignments at any time.
 - a. The District, after consultation with AAAA President (or designee), will determine the number of positions needed for each school year.
 - b. The District will determine the qualifications/certifications for each position, in compliance with relevant law.
 7. Requests for transfer for the ensuing school year must be made in writing to the Human Resources Department prior to April 1st, or if practicable, within 5 days of notice of a new position or vacancy.
 - a. An AAAA member may apply for a transfer to another AAAA position for which they are properly certificated and qualified.
 - b. Transfer requests shall only remain on file for a period of one year.

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- D) Each administrator who has been denied a request for transfer may ask for and receive reasons for the denial of their transfer request and recommendations to aid them for future career opportunities within fourteen (14) days after the final selection of a candidate.
- E) Administrators to be affected by administrative transfer will be notified at the earliest possible date. Every effort will be made to give such notification prior to the end of the school year. The Board shall make the determination as to when notification will be given.
1. When it is determined that an involuntary transfer of an AAAA member is in the best interest of the District, the AAAA member shall be notified as soon as possible and may, upon request, be given the reasons for said transfer. If requested, support will be provided in collaboration with the direct supervisor.
 2. Any AAAA member who has been involuntarily transferred will be given consideration for return to the position from which they were involuntarily transferred when it becomes vacant, subject to the following:
 - a. The involuntary transfer was not for disciplinary reasons.
 - b. The AAAA member must have been rated as Effective or Highly Effective (or Effective after July 1, 2024) in the position they were involuntarily transferred from for the school year directly preceding the involuntary transfer.
 - c. A written request to return to the position from which the involuntary transfer was made was filed with the Human Resources Department by April 1st or, if practicable, within 10 days of notice of availability.
 - d. All required certifications and qualifications for that position have been maintained.
 3. In the case of involuntary transfer; it is understood by the parties that the right to transfer and assign Administrators remains with the Board of Education.
 4. An individual assigned to a temporary or interim administrative position for one (1) semester or longer shall receive compensation as designated at the appropriate step of the 5-salary schedule for that position on a pro-rated basis.
- F) An AAAA member returning from a leave of absence shall be offered a position commensurate with their training, experience, and certification. A specific position in a specific school cannot be guaranteed on a return from a leave of absence, but reasonable effort shall be made to return the AAAA member to their original position. When the leave of absence expires during a school year, every effort shall be made to place the AAAA member in an appropriate position as soon as such a position is available.

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