

Standard Operating Procedure: Back Fill Positions in a Timely Manner

Subject: Transferring of staff throughout the Paterson School District	Effective Date: <i>3/16/25</i>	Page 1
	Approved: Dr. Dr. Newell	Signature: 

I. Purpose: To establish District Guidelines for the proper procedures to follow when a staff member transfers into another school and/or applies for a position in another school and is hired, therefore leaving a vacancy in a potentially hard to fill position.

II. Authority:
The State District Superintendent

III. Terms and Conditions for Transferring of Staff in a Timely Manner:

It is necessary to develop a timeline that must be adhered to when a school is requesting personnel from another school to fill a vacant position through a transfer or hire. Effective Immediately:

- The Personnel Transaction Form (PTF) must be signed by both principals as well as the Assistant Superintendent(s); Principals and Assistant Superintendents shall work together if an issue arises with the transfer.
- The staff member will remain in their current location until a replacement has been found. The transfer will only occur once the replacement staff member has accepted their position within the District and is ready to assume the role.
- The sending school shall submit to HR a request to post for the anticipated vacancy within 48 hours of transfer notification, and participate in every district job fair, conduct timely interviews, engage in HR recruitment events, and provide weekly recruitment status updates to his/her Assistant Superintendent.
- If documented evidence of active recruitment efforts is not maintained or if the participation of the sending school in district recruitment initiatives is insufficient, the staff member will transfer to the new position/school after 60 calendar days have expired. The decision to transfer a staff member shall be the sole authority of the Superintendent of Schools at his/her discretion.
- The District reserves the right to defer lateral transfers or appointments if the sending school is listed as one of its Priority Schools or if the position is designated as one of the high-need positions.
- Principals of the sending school and the receiving school can mutually agree to extend the timeline for the transfer to occur, if necessary.
- Out-of-classroom positions will remain vacant until the classroom position is filled.

- Staff members on Corrective Action Plans (CAP) shall not be granted a transfer.

IV. Reporting Procedures

The principal of each school will notify their Assistant Superintendent of the anticipated vacancy and document that the proper protocol has been followed to place a new staff member in the sending school.

V. Dissemination:

District Cabinet members, all Building Principals, Supervisory, and Administrative employees of the Paterson Public School District.