

Memorandum of Understanding  
Between  
Pasco School District  
And  
Pasco Association of Educators

This Memorandum of Understanding is meant to clarify the assignment and transfer language in Article VI: Section 2 between the Pasco Association of Educators and the Pasco School District.

C. Sequence of Transfers

1. Identification of building needs;
2. Reporting of district vacancies to the Association;
3. Posting of all available vacancies;
4. Request for voluntary transfers in overstaffed buildings;
5. Placement of voluntary transfers in available positions
6. Placement of involuntary transfers resulting from overstaffing;
7. Placement of staff returning from leaves of absence based on qualifications and seniority;
8. In-district transfer requests;
9. Requests from part-time employees desiring to work full-time;
10. Hiring from outside of the district.

and

E. Voluntary Transfer

1. The District will solicit requests for transfers from employees by March 1 of each year. This does not preclude employees who later become aware of specific openings from making application to the Employee Services Office for a particular professional opportunity at whatever time an opening might occur.
2. Requests for transfer shall be kept on file.
3. An employee may submit an application for a transfer subsequent to the posting of a vacancy notice pursuant to the posting procedure "F. Posting of Vacancies."
4. Applications for vacancies shall be in writing and should be received in the Employee Services Office by the end of the posting period.
5. If an employee's request for transfer is denied, the employee shall be notified in writing or by conference with the Employee Services administrator of reasons for the denial.
6. Employees assigned to bilingual or special education classes shall not be denied transfer rights.

The clarification is that steps C4 and C5 will follow the steps outlined in E. These steps are intended to be for areas in which there are overstaffing. Those wishing to transfer to other positions or buildings but who are not in buildings or areas that are overstaffed will wait until the overstaffing process is complete to apply for positions that open in district, as described in Step C8.

Those who enter into voluntary transfer are volunteering for specific and posted available positions. They do not vacate their current position until they have accepted an open position; they do not resign their position to a displaced status as a volunteer. If a volunteer is not selected for a position, they return to their original position and wait until additional postings are available. Volunteers whose positions collapsed are considered unassigned or displaced since there is no position to return to according to the staffing process.

This Memorandum of Understanding is non-precedent setting and is subject to the grievance procedure. It will sunset on 31 August 2026.

  
\_\_\_\_\_  
For Pasco School District      Date      4/1/26

  
\_\_\_\_\_  
For Pasco Association of Educators      Date      1 April 2026