

Policy 3114

Certificated: Transfers and Reassignments

A. Definitions

1. "Seniority" for purposes of transfer shall be defined as length of continuous service to the district (in equivalent full-time years) from the date the educator's contract was approved by the Board.
 - a. Leaves of Absence shall not be deemed interrupted service, and will not be added to accumulated years' service.
 - b. Educators terminated because of reduction in force shall be granted an interview should a comparable position for which that person is qualified becomes available. If educators are re- employed their "lay off" period shall not be considered interruption of service with the district, and will not be added to accumulated service.
2. "Transfers" for the purpose of this policy shall be defined as a change in location (school).
3. "Reassignment" for the purpose of this policy shall be defined as a change in grade level or subject matter within the same location (school).
4. "Employee" for the purposes of this policy shall be defined as any person working for Box Elder School District. Individuals are employed by the District not by a specific school.

B. Notification of Vacancies

1. When a vacancy occurs in the School District or a position is created, the supervisor or principal shall submit notification of the vacancy to the personnel office. Notification should include the position title and a description of the duties and responsibilities, required knowledge, skills and minimum qualifications of education and experience.
2. The personnel office shall post electronically and in each school building in the District a list of vacancies and new positions which become available during the regular school year.

3. During the summer vacation period, a current list of vacancies shall be posted electronically and in the District Office.

C. Hiring for New and Vacant Positions

1. Applications for new and vacant positions shall be reviewed by the Personnel Director or district personnel representative. Applicants will be referred to the school site. It is recommended that the site administrator form a committee, including teachers, to interview the applicants and make a recommendation to the Personnel Administrator. The Superintendent or designee will make his/her final recommendation to the Board.

D. Transfers and Reassignments

1. The Board and the Association recognize that some administrative transfers of educators from one school to another is unavoidable. The Board and the Association recognize that as the instructional leader in the school, the building principal is responsible for teacher assignments.
 - a. They also recognize that under normal circumstances transfer or reassignment of educators should be held to a minimum.
2. If the employee objects to the administrative transfer or reassignment, the employee may request a meeting with the Superintendent or designee to discuss the reasons for the transfer or reassignment.
 - a. The Superintendent shall be the final authority on all transfers.
3. Employee Initiated Transfers
 - a. Educators may file an application for a transfer to positions listed on the lists of vacancies.
 - b. An educator desiring an employee-initiated transfer must make that desire known by application to the Personnel Director on or before February 1. District employees will be treated with professional courtesy and granted an interview. These interviews will be conducted before interviews are opened to new or outside applicants. This request should be as specific as possible.
 - c. The educator shall list the school(s) where the educator desires to be transferred. The educator shall also list the grade level(s), subject area(s) to which the educator is willing to be reassigned. Such a request shall be handled with professionalism. An educator within the District who does not meet the February 1 deadline is free to apply for openings in the District as

- they occur. They will be considered along with all other applicants for these positions.
- d. In the consideration of requests for transfers, if more than one educator has applied for the same position, the educator best qualified for that position, as determined by the administrator, shall be appointed.
 - e. A first-year teacher may apply for a transfer if there is mutual agreement between both school principals
 - f. Where feasible, assignments of new educators in the school system shall not be made until such requests for reassignment or transfer have been acted upon.

E. Administrative Initiated Transfers

- 1. Administrative initiated transfer requests may be initiated by the employee's supervisor. The Superintendent or designee may grant a transfer, at their discretion, if it serves the best interests of the employee and/or the District.
- 2. Administrative initiated transfers must be discussed with the employee's immediate supervisor at both locations.
- 3. Administrative transfers of teachers initiated by an administrator shall be preceded by a meeting with the supervising administrator and Human Resources administrator to discuss the proposed transfer and the reasons thereof.
 - a. These reasons may include but are not limited to: endorsements, experience, qualifications, license, major/minor, grade level or subject, student needs, unique abilities, team dynamics, enrollment.
- 4. Notice of an administrative transfer shall be given as soon as practicable and, if possible, not later than June 1.
- 5. The District will provide reimbursement of up to a stipend of \$250 for changing classrooms. Additionally, changing instructional content will result in a \$250 stipend new classroom materials, i.e., bulletin boards, supplemental resources, etc. when an administrative transfer results in a teacher being assigned to another subject or grade level.
- 6. An educator notified of an administrative transfer as per this section may, at his/her option, have a witness consultant present at the time when such transfer is being discussed with the educator.

F. Reassignments

1. Notice of reassignment shall be given as soon as practicable and, if possible, not later than April 1.
2. Reassignment(s) shall be made after a meeting wherein the principal meets with the individual educator to notify them of the change. Individual educators involved in reassignments may request an individual meeting with his/her building principal, at which time the educator shall be given an opportunity to discuss individual concerns. Such a meeting shall be held prior to April 1, where possible.
3. The school will provide reimbursement of up to \$250 for new classroom materials, i.e., bulletin boards, supplemental resources, etc. when a teacher is reassigned to another subject or grade level.
4. An educator being reassigned as per this section may, at his/her option, have a witness consultant present at the time when such reassignment is being discussed with the educator.