

Article IX

Administrative
Assignments
and Transfers

1.3 h Reassignment- Displacement Rights of Assistant Principal, Secondary; Assistant Principal Elementary; and Assistant Principal, Elementary Instruction Specialist.

Distance from home shall be considered and the District shall exercise every intention to assign administrators within the region where they work and reside.

An employee who is on the reassignment list who receives an offer of an AP, SEC; AP, ELR; or APEIS assignment that is **outside of** the original Region from which they were displaced, may decline the offer without losing their place on the reassignment list. In these cases, Article IX, Section 4.6 Will NOT be applied.

If, however, an employee who is on the reassignment list declines two (2) offers of an AP, SEC; AP, ELR; or APEIS assignment **within** the original Region from which they were displaced, Article IX, Section 4.6 will be applied, and their name will be deleted from the reassignment list.

1.3.1. School Support Administrators (without return rights to an administrator position): Released School Support Administrators without return rights to an administrator position who have a minimum of three years administrator experience with no below standard evaluations and no discipline issued within the last three years shall be placed on the current Assistant Principal Eligibility List. If selected as an Assistant Principal, the employee will be required to successfully complete assessment requirements administered by the LAUSD Human Resources Division in order to remain in the Assistant Principal position.

1.7 District Initiated Transfers: The District may transfer employees when such action is deemed to be in the best interest of the educational program of the District. The employee shall be informed and definitive reasons for the transfer will be given during the conference held with the employee prior to the change of assignment. Written reason(s) for such transfer shall be supplied to the employee at the time of the meeting upon the employee's request. The employee shall have the right to a hearing by a three-member panel: A district representative, an AALA representative, and a neutral third party.

1.8 f. In granting an employee-initiated transfer request, administrative

Seniority shall be considered as a factor, and when the District does not transfer the most senior qualified administrator requesting a transfer, the District shall, ~~upon written request from that administrator,~~ inform the administrator in writing of the reason(s) for denying the administrator's request.

1.8 g. ~~In order to provide stability and continuity of leadership at school sites,~~ The District may shall fill unanticipated vacancies with administrators from the transfer list without consideration of the above

1.9 Review Procedure: Any employee who has concerns regarding a transfer may discuss the matter with the administrator making the assignment. The employee may be accompanied by a representative. ~~The administrative staffing procedures described in this article herein are not subject to the grievance/arbitration process.~~

4.6 Recall Rights to a Class: Employees who have served for 130 days of full-time satisfactory service in substitute acting status or in limited acting status and employees in substitute eligible, qualifying, or continuing status who are released from a class shall be placed on a reassignment list for the class in reverse order of release. Except as provided below, such list shall be used for assignments to the class before the use of any other list, and any name shall remain on the list for not more than 39 months from the date the employee was released from a position in the class. Employees in substitute acting status and limited acting status who are placed on a reassignment list shall not have preference for reassignment to a class if an eligible list is established unless they are on the eligibility list. The time between a layoff and return within the return-limit of 39 months will not constitute a break in service.

Each offer of assignment from this list shall be made to one of the first five available candidates except that a candidate whose name has reached the head of the list may not be passed more than four times before the candidate is offered an assignment. The name of a candidate will be deleted from the list immediately following the refusal of ~~two~~ five offers of assignment.

If assignments are made in accordance with this Section to a class for which an eligible list exists, such list shall continue in effect after its

expiration date until as many additional regular assignments have been made from the list as were employees appointed under this Section before the expiration date of such list. If an employee is assigned to a position in a special class and is later, without a break in service, placed in the corresponding regular class, the employee shall be considered to have been in such regular class from the first date of assignment in such special class.