

## ARTICLE IX

### ADMINISTRATIVE ASSIGNMENTS AND TRANSFERS

#### 1.0 Administrative Staffing Procedures

##### **1.1-1.3 – No Proposed Changes**

1.3.1 School Support Administrators (without return rights to an administrator position): Released School Support Administrators without return rights to an administrator position shall be placed on a list for a period of twelve (12) months for consideration for assignments.

##### **1.4-1.6 – No Proposed Changes**

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 upon the employee's request. District-initiated transfers shall not be assigned to a lower pay scale.

1.8 Employee Initiated Transfers: Employees who have served for three consecutive years at a school in the same classification may request a transfer on the appropriate transfer form. After employees achieve permanent status in the classification, they may request a transfer. Employees may request a transfer to a specific location or unit/Local District. Transfer requests by the employee may be submitted at any time, but no later than May 15 for a Fall assignment, to the current administrative supervisor who shall forward the request to the Human Resources Division. The request shall then be forwarded by the Human Resources Division to the appropriate administrative supervisor for consideration.

a. Such transfer requests do not require that there be a known vacancy or opening at the time the requests are filed. Such requests shall be retained for assignment during the following semester, but may be renewed by the employee. To assist employees in requesting transfers, the following posting procedures shall be followed:

b. By May 1, the District shall post a list of known administrative vacancies (see e below) for the fall semester.

c. The administrator vacancies shall be posted in the Administrative Assignments Unit in the Human Resources Division. Posting shall include the

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classification title, work location, assignment basis, salary schedule, effective date of the assignment and the name of the contact person. Copies of the above lists shall be forwarded by the Human Resources Division to AALA at the time of the posting. AALA shall be responsible for disseminating the information to its unit members. In addition, the District shall be responsible for disseminating the information to its unit members. In addition, the District shall inform AALA of known vacancies which occur after the above posting dates but prior to the start of the Fall/Spring semester.

d. The District and AALA acknowledge the need for schools to be staffed in a timely manner to minimize disruption to school sites, inform administrators of their assignments and allow leadership teams to plan and prepare for the start of a successful school year. To accomplish these goals and to provide additional opportunities to facilitate transfers of eligible AALA members and assign displaced administrators, the District and AALA agree to waive the terms of Article IX, Section 1.8 (d) for a two (2) week placement period to allow for expedited administrative assignments. The two-week placement period shall commence before the end of the current school year. The District shall consult with the AALA president regarding the preferred date of the placement period at least four (4) weeks in advance of the projected placement period. The date of the period shall be mutually agreed upon.

e. When an eligible employee requests a transfer for two consecutive years, a formal review of the application will take place by the Office of the Superintendent, and priority consideration will be given such applicants including individuals serving in locations far from their residence. When an eligible employee has not received a transfer for two consecutive years, upon written request, a written explanation will be provided as to the reason for the denial of the transfer in the second year.

(1) The District will maintain a list in geographic order of eligible administrators who have requested transfers for two consecutive years. A copy of the list shall be provided to AALA upon request. The District shall provide the Local District Superintendents with a copy of the transfer list to be considered during the placement window referenced in section d above.

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.

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g. In order to provide stability and continuity of leadership at school sites, the District may fill unanticipated vacancies without consideration of the above transfer procedures once schools have been staffed for the semester or year.

h. A personalized response will be sent from the Human Resources Division to the applicant with a copy to the Office of the Superintendent when a decision is made not to honor the transfer request or the applicant is not selected for a position at school with staff selection options.

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.~~

### 2.0 – 4.5 – No Proposed Changes

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 offers of assignment within the region from which they were placed on the reassignment list.

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

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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.

4.7 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.