

ARTICLE XI

TRANSFER PROCEDURES AND CERTAIN STAFFING PROCEDURES

1.0 – 6.1 – No Change

7.0 Assignments to Summer Session (ESY) and Intersession:

7.1 Assignments for all employees outside their regular assignment basis should not result in making part-time employees full-time or non-benefited employees benefited.

7.2 Summer Session (ESY) Schools: Not less than ten (10) working days prior to the deadline date for applications, the District shall establish and distribute a list of schools for each Local District. Applicants must initially apply to one school site for summer session and, if not assigned at that school, will be considered available for all schools in that Local District.

a. Employees shall be assigned at each school on the basis of priority and seniority as follows:

- (1) Special Education Centers - Priority for all assignments shall be given to applicants currently assigned to the Center. If there are not enough positions available at the site, District seniority in the job classification among those at the site shall determine the assignment, considering special skills if needed. When it is determined that special skills are needed and this results in a less senior employee receiving an assignment over a more senior employee, the employee of greater seniority may request an explanation of the special skills needed.
- (2) Both Special Education and non-Special Education Classes at elementary, middle and senior high schools - An applicant whose assigned student (during the regular school year assignment) will attend ESY shall be offered the assignment with that student. For other unfilled assignments, the priority is to qualified applicants who specifically applied to that school. If there are more of these applicants than there are positions at the school, District seniority in the job classification shall determine the assignment, considering special skills if needed. When it is determined that special skills are needed and this results in a less senior employee receiving an assignment over a more senior employee, the employee of greater seniority may request an explanation of the special skills needed.

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(3) Unfilled positions (Both Special Education & Non-Special Education classes) - If any one school is not completely staffed after the above process is completed due to a lack of applicants, the site administrator will contact the Personnel Commission and advise them of his/her needs, including any special skills required. The Personnel Commission shall offer the assignments in seniority order to unassigned applicants who possess the required special skills if any.

b. During the initial application period, employees will be given 5 working days to respond to an assignment offered. Employees shall be notified in writing and by mail as to assignment to summer session. To the extent possible, such notice shall be ten (10) working days prior to going off-track.

c. During ESY, regular employees shall have priority of assignment as continuity over non-regular employees, subject to any special skill or ability required for the assignment. When it is determined that special skills are needed and this results in a less senior employee receiving an assignment over a more senior employee, the employee of greater seniority may request an explanation of the special skills needed.

If a greater seniority employee applies to a school and did not receive an ESY assignment, as defined in "a" above, the following will occur:

(1) Employee will be paid the full duration of ESY assignment.

(2) Employee will not be denied a future ESY assignment.

7.3 – 8.0 – No Change