

Black = Current language in Master Agreement
Green = Changes to which the parties have indicated they can agree
Red = AEA proposals
Blue = APS proposals

Tentative Agreement 4.26.11

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Article 18 Teacher Transfers

A. General Considerations

1. Transfers shall mean only those changes involving moves from one building (school location) to another. Reassignments to different grade levels or different areas of instruction within a building are not considered transfers. A transfer request shall be either voluntary and initiated by the employee or involuntary as initiated by the District.
2. In making transfers of teachers, consideration shall be given to the effect on students, the effect on the educational program of the District, the interest of the teachers involved, and establishing a balance in the distribution of teachers with regard to experience, length of employment in the District, and other significant characteristics such as gender, age and ethnic background.
3. Prior to filling a vacancy by hiring a new employee under contract (as opposed to using a substitute teacher in the vacancy), notice of that vacancy shall be posted in each building [~~in each building~~ ON THE DISTRICT'S WEBSITE.]
4. Teachers who desire a change of assignment within a building shall discuss the matter with their principal, but shall not submit a transfer request form. Final determination of intra-building assignments or reassignments shall be made by the principal.

B. Voluntary Transfers

1. Weekly postings of all known vacancies shall be made available in each building, to the Association and to the general public via the [~~in each building, to the Association and to the general public via the ON~~] the District's Web site.
2. Teachers may, in accordance with the following procedure, express their preference for transfer to a different school, and a reasonable effort shall be made to honor this preference. [~~Teachers may, in accordance with the following procedure, express their preference for transfer to a different school, and a reasonable effort shall be made to honor this preference.~~]
3. A teacher desiring a transfer to a different school shall complete an online transfer request form. The teacher's principal will be notified via e-mail from human resources of the teacher's interest in transferring. [~~The teacher's principal will be notified via e-mail from human resources of the teacher's interest in transferring.~~ THE TEACHER MAY ALSO ELECTRONICALLY ATTACH RELEVANT DOCUMENTATION SUCH AS A

RESUME AND/OR LETTERS OF INTEREST. A REASONABLE EFFORT SHALL BE MADE TO HONOR THE TEACHER'S DESIRE TO TRANSFER.]

- a. Once a transfer form is complete, teachers may use the HR Request for Transfer system to select posted positions **[BY NO LATER THAN EACH POSITION'S CLOSING DATE]**. Only the assignments and/or locations specifically requested online by the teacher shall be considered.
 - b. **THE TEACHER'S PRINCIPAL WILL BE NOTIFIED VIA EMAIL FROM HUMAN RESOURCES OF THE TEACHER'S INTEREST IN TRANSFERRING. THE HIRING SUPERVISOR OF THE JOB TO WHICH THE TEACHER IS INTERESTED IN TRANSFERRING WILL ALSO BE NOTIFIED VIA EMAIL FROM HUMAN RESOURCES.**
 - c. **THE ONLINE TRANSFER REQUEST FORM SHALL REMAIN ACTIVE UNTIL THE START OF THE NEXT SCHOOL YEAR. A TRANSFER REQUEST MAY BE WITHDRAWN AT ANY TIME.]**
4. New teachers shall not be given assignments until all existing teachers requesting transfer to a particular open position have been considered by an administrator in the building where the vacancy exists. Administrators shall interview all candidates who have a reasonable chance of being selected for the position; however, an administrator is not required to interview all transfer candidates.
 5. Teacher transfer candidates not selected for interviews shall be notified by the Human Resources office. Teacher transfer candidates not selected following interviews shall be notified by the principal or designee within five business days after the job is filled.
 6. Teachers, including regular part-time teachers, returning from District-approved leave shall have all rights under this Article.
 7. Transfer requests shall remain active for the remainder of the school year in which submitted and until the start of the next school year. A transfer request may be withdrawn at any time. If a teacher does not desire to be considered for vacancies for the next school year that arise during the summer months, the teacher should withdraw the transfer request in writing or e-mail. ~~[Transfer requests shall remain active for the remainder of the school year in which submitted and until the start of the next school year. A transfer request may be withdrawn at any time. If a teacher does not desire to be considered for vacancies for the next school year that arise during the summer months, the teacher should withdraw the transfer request in writing or e-mail.]~~
 8. The District shall maintain a telephone job line and Internet Web site that may be utilized by teachers wanting information on vacancies. The job-line number and Web site shall be active and ongoing throughout the calendar year, and the postings shall be updated each Friday. This message/Web site shall specify the vacancies that became available that week and a deadline for each posting. If any teacher is interested in applying for any vacancy on the Friday job line or Web site, the teacher must submit an online transfer request form to the human resources office by no later than the deadline for that specific posting. The teacher may also electronically attach relevant documentation such as a resume and/or letters of interest. ~~[The District shall maintain a telephone job line and Internet Web site that may be utilized by teachers wanting information on vacancies. The job-line number and Web site shall be active and~~

~~ongoing throughout the calendar year, and the postings shall be updated each Friday. This message/Web site shall specify the vacancies that became available that week and a deadline for each posting. If any teacher is interested in applying for any vacancy on the Friday job line or Web site, the teacher must submit an online transfer request form to the human resources office by no later than the deadline for that specific posting. The teacher may also electronically attach relevant documentation such as a resume and/or letters of interest.]~~

9. When vacancies occur in District supervisory or administrative positions, such vacancies shall be publicized by posting; provided, however, neither the transfer of an existing employee from one supervisory or administrative position to another, nor the adding or deleting of duties or job titles to or from an existing supervisor or administrator, shall require such posting. When deemed necessary or desirable, interim appointments may be made without posting by the administration, pending the appointment by the Board of a permanent occupant to the position.

C. Involuntary Transfers

1. Teachers shall not be assigned without their consent to any position outside their areas of professional competence.
2. No teacher shall be transferred involuntarily without good cause. Such cause shall be stated in writing at a meeting between the teacher involved and the Superintendent, or the Superintendent's designee, prior to the actual transfer. Good cause includes, but is not limited to, a teacher transfer occurring because of changes in the extent of the program or the number of students enrolled.
3. A list of all vacant appropriate positions shall be made available prior to an involuntary transfer.
4. If, in the view of the administration, there are two or more assignments or schools appropriate for assignment to teachers involved in involuntary transfers, the teachers involved may designate an order of preference for up to three positions. The administration shall consider the designation and shall make a reasonable effort to place the teacher in one of the designated positions.
5. Involuntarily transferred teachers shall retain all rights to subsequent voluntary transfer.

D. Staffing New Schools

When a new school is opened, it may be necessary to transfer some teachers to the new school from one or more existing District schools. Transfer requests to the new school may be initiated by teachers or by the administration and shall be based on the factors noted in this Article; if initiated by the administration, they shall be subject to the limitations governing involuntary transfers.