

Initiation of Transfers	Transfers may be initiated by the employee, by the school principal/supervisor, or by the Superintendent or designee.
Voluntary Transfers	<p>All copies of requests for transfers initiated by employees must be submitted on the appropriate transfer request form to the campus(es)/department(s) requested.</p> <p>Requests for transfers during the school year will only be considered in those cases in which a change of assignment will not adversely affect the progress of the students and all parties affected are in agreement that the transfer is in the best interest of the students and the District.</p>
Procedure for Transfers	<p>The following steps must be taken in order to submit a transfer request:</p> <ol style="list-style-type: none">1. Obtain a transfer request form. Forms should be housed in the school library and/or office of the secretary.2. Make additional copies of the transfer request form and send them to the requested campus(es)/department(s).3. Send the original transfer request form to the human resources department to be kept on file.
Special Duty Contract Transfer Requests	When a teacher on a special duty contract requests a transfer and is selected to change schools, the sending principal may retain the teacher until a suitable replacement is hired.
Teacher-Principal Contact	<p>When a vacancy occurs, the principal/supervisor will review the credentials of each eligible employee who submits a transfer request to serve at the principal's/supervisor's campus/department. The principal/supervisor will consider an employee's qualifications and suitability for a position and may contact the current supervisor before interviewing those who are not currently employed.</p> <p>Voluntary transfers will be effective upon the approval of the receiving campus principal and the human resources department.</p>
Principal-Initiated Involuntary Transfers	Teacher transfer requests initiated by the principal will be by letter sent to the deputy superintendent for instruction with a copy to the teacher.
Staff Allocations	Staff allocations will be provided to each campus. The information provided includes the total number of units for which each campus is eligible. Principals will determine if there are staff members who will need to be reassigned. If one teacher is on a regular duty contract in a content area and another is on a special duty contract involving the same content area, the principal will determine the position to be reassigned.

ASSIGNMENT AND SCHEDULES

DK
(REGULATION)

Change of School
Staff and / or
Opening of New
School

When transfers are made necessary by a change in enrollment, the opening of a new school, or the discontinuation of a specific program, the guidelines below will be followed for reassignment.

Guidelines for
Reassignment —
Elementary Schools

When reducing staff between school years, staff members will be reassigned in the following order:

- Step I—The campus administrator will determine if there are teachers who desire to be transferred or reassigned. Volunteers are reassigned first. If there are no volunteers, the campus administrator will proceed to Step II.
- Step II—The campus administrator will identify the teacher in the area of reduction (i.e., content area, grade level, block, and the like) on the campus affected who has the least seniority in the District. Seniority is determined by the date of last hired in the District. The staff member with the least seniority in the District will be reassigned. If this vacancy causes a certification/endorsement area void, the next to the last person hired will be reassigned regardless of grade level. If two or more teachers are equal in seniority, the administrator will proceed to Step III.
- Step III—The campus administrator will identify the teacher on the campus affected who has the least seniority on the campus. The staff member with the least seniority on the campus will be reassigned at this point. If two or more teachers are equal in seniority, the date the contract was signed by the teacher involved will become the primary factor in determining who will be reassigned.

Guidelines for
Reassignment —
Secondary Schools

If a secondary school must reduce staff, teachers on regular teacher contracts will be handled separately from teachers on special duty contracts in the following order:

Teacher Contracts

- Step I—The campus administrator will determine if there are teachers in the subject area affected who desire to be transferred or reassigned. Volunteers are reassigned first. If there are no volunteers, the campus administrator will proceed to Step II.
- Step II—The campus administrator will identify the teacher on the campus affected who has the least seniority in the District and whose teaching assignment is in the subject area affected. Seniority is determined by the date of last hired in the District. If this vacancy causes a certification/endorsement area void, the next to the last person hired will be reassigned. The staff member with the least seniority in the District will be

reassigned at this point. If two or more teachers are equal in seniority, the campus administrator will proceed to Step III.

- Step III—The campus administrator will identify the teacher on the campus affected who has the least seniority on the campus and whose teaching assignment is in the subject area affected. The staff member with the least seniority on the campus will be reassigned at this point. If two or more teachers are equal in seniority, the date the contract was signed by the teacher involved will become the primary factor in determining who will be reassigned.

**Special Duty
Contracts**

Special duty contracts may require extra days of duty by the teacher. Therefore, reassignment of teachers on special duty contracts will be handled separately from teachers on regular duty contracts.

Staff members will be reassigned in the following order:

- Step I—The campus administrator will determine if there are teachers in the subject area affected who desire to be transferred or reassigned. Volunteers are reassigned first. If there are no volunteers, the campus administrator will proceed to Step II.
- Step II—The campus administrator will identify the teacher on the campus affected who has the least seniority in the District and whose teaching assignment is in the subject area affected. If this vacancy causes a certification/endorsement area void, the next to the last person hired will be reassigned. The staff member with the least seniority in the District will be reassigned at this point. If two or more teachers are equal in seniority, the campus administrator will proceed to Step III.
- Step III—The campus administrator will identify the teacher on the campus affected who has the least seniority on the campus and whose teaching assignment is in the subject area affected. The staff member with the least seniority on the campus will be reassigned at this point. If two or more teachers are equal in seniority, the date the contract was signed by the teacher involved will become the primary factor in deciding who will be reassigned.

**Reassignment
During the School
Year**

Any staff member is subject to reassignment within a campus at any time the principal deems appropriate. In those cases, the steps for reassignment need not apply. The principal may reassign staff members as needed.

Date of Contract

In all instances where two or more teachers have the same seniority, the date the contract was signed by the teacher involved will

become the primary factor in deciding who will be reassigned or transferred.

Notice of Intent

A transfer resulting from reduction in staff will be made only after the staff member has been personally advised by the employee's principal of such needs of the District. The staff member may be interviewed at schools where vacancies exist. A teacher will be reassigned on the basis of:

1. Selection by a principal.
2. Placement by the human resources department in cases where the teacher is not selected.

Appeal of Transfer

Any professional staff member will have the right to appeal a transfer decision. The appeal will be made in writing to the human resources department after notice of transfer is received or within five days of written notice. The employee also has the right to personally discuss the transfer with the human resources department. If an understanding is not reached in the written response or personal conference, the employee may file a complaint through the employee complaint process [see DGBA(LOCAL)].

Unassigned Excess Personnel

Every effort will be made to find suitable assignments for all staff members. A staff member will be reassigned on the basis of:

1. Selection by a principal.
2. Placement by the human resources department.

In cases where a teacher is not selected, staff members remaining unassigned after all positions have been filled will be expected to accept temporary assignments until a regular assignment becomes available. If a staff member refuses reassignment more than once, that staff member may resign or be subject to termination.

Release Time for Transfer

When a transfer is effected during the school year, the teacher will be allowed time between assignments for the purpose of closing out and/or moving and preparing for the new assignment. This transition time will not exceed three days and will be coordinated by the campus principals and the appropriate associate superintendent.

Assignment of Classes

The coaching staff will be assigned classes by the principal in accordance with District procedure and state law.

Transitional Duty Program

The District will, in strict compliance with the conditions listed below, implement a transitional duty program for an employee who has been injured in the performance of his or her assigned duties in order to permit the employee to return to work prior to a full recovery by:

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1. Modifying the employee's regular assignment so that the physical demands are consistent with the restrictions imposed by the physician; and/or
2. Assigning the employee to alternate duties that are consistent with the physician's recommended restrictions.

Conditions

This program will be administered on a case-by-case basis and when all the following conditions are met:

Need

1. The District is able to identify needed tasks that can be assigned as transitional duty. Transitional duty may be assigned and withdrawn at the discretion of the District.

*Physician's
Recommendation*

2. The employee's physician recommends the employee as physically able to participate in the transitional duty program and indicates the tasks the employee can perform that are consistent with any medical restrictions imposed.

Length of
Transitional Duty
Assignment

The transitional duty assignment will not exceed 90 days. The 90 days, for transitional duty assignments, will be coordinated with the maximum length for medical leave of absence/temporary disability or workers' compensation leave of 180 calendar days.