MEMORANDUM

TO: All Certificated Staff (IEA)
FROM: Derona Burkholder, IEA President
       Natalie Fowler, Executive Director of Human Resources

SUBJECT: ASSIGNMENT & TRANSFER PROCESS FOR 2021-2022 SCHOOL YEAR

DATE: January 29, 2021

When making assignments, the District shall consider the qualifications and interests of its staff members, as well as the needs and best interests of the District. Staff members will be assigned by the Superintendent or designee to positions for which their certification and experience qualify them. The information below is a way to facilitate input and communication between administration and staff members at several steps in the process of staff assignment.

Current building and program staff will be considered for new offerings or vacant sections at the building/program level, based on the premise that it should not be more difficult to get a building and/or program reassignment than a District transfer. Consideration for a position shall mean that the building principal and/or program manager has made a good faith effort to place staff where they wish to be assigned. However, consideration shall not mean a guarantee of reassignment. It is the building principal and/or program manager who makes the final determination of assignments and reassignments, when a position is vacant.

Definitions: Complete definitions are in Article 7 of the IEA Collective Bargaining Agreement, although several are here for quick reference.

- Building reassignment is a change within a building.
- Transfers are a change from one building or district program to another.
- District program staff are SLPs, OTs, PTs, nurses, psychologists, program specialists, SAGE teachers, PBSES coaches, TOSAs, and counselors, and staff members assigned to K-12 music, K-12 library, elementary PE, special education, elementary magnet programs, and ELL.
- Program reassignment is a change within a district program.

NEW: In addition to transfer opportunities afforded certificated employees stated below, the District is seeking volunteers interested in transferring to Elementary 16 and/or Middle School 6. In accordance with Article 7, Section 11.7a, whenever a new school is opened, the District will first seek voluntary transfers. If you would like to be considered for a position at either school, please submit the online 2021-2022 Certificated Employee Request for Transfer by 3:00 pm, February 28. Directions are available for interested staff using this link. If there are not enough qualified volunteers and position remain unfilled at either school, the District will utilize the Assignment, Transfer and Hiring policies in the CBA, in that order.

Assignment and Transfer Process for All Staff Initiated (Voluntary) Transfers:

- Beginning February 1 through February 28, 2021, all certificated staff complete the 2021-22 Building/Program Assignment Request form and provide it to your building principal or program manager by 3:00 pm, February 28.
- Staff who indicate on the Building/Program Assignment form that they are interested in a transfer must also submit the online 2021-2022 Certificated Employee Request for Transfer by 3:00 pm, February 28. Directions are available for interested staff using this link.
- Staff who indicate on the Building/Program Assignment form that they are interested in a job share must also submit the online Job Share application by 3:00 pm, February 28, 2021.
- You will keep your current building/program assignment pending a transfer approval. The new assignment will start with the 2021-2022 school year.
To be considered for a transfer, individuals must complete the additional online 2021-22 Certificated Employee Request for Transfer. Further individual staff members must:

- have the required certification; and
- have a major, minor, or endorsement in the area (as the position requires) or twenty-four (24) quarter hours which qualifies the staff member(s) for the position based on its specifications; and
- have a continuing or provisional contract; and
- have two (2) full consecutive school years of in-district experience in the same building/program; and
- meet one of the following evaluation standards:
  - is on the Comprehensive strand and was marked Proficient or Distinguished on the SER of the previous school year and is not on an IGP;
  - is on the Focused strand; or
  - for staff members in years two (2) through four (4) in the ISD who are recommended for continuing contracts

Staff members who wish to transfer to a team position must submit the 2021-22 Team Application for Transfer form as a designated team and must include on the transfer request form all positions to which they wish to transfer and are qualified to fill. This form must be submitted to your building principal/program manager by 3:00 pm, February 28.

Staff members who wish to be part of a “job share” position must submit the Job Share online application in accordance with Article 7, Section 6, by 3:00 pm, February 28, 2021.

Selection Process: In accordance with Article 7, Section 2, transfers occur through the interview process with either a building or district team. If, for any reason, i.e., summer vacations and other breaks, the staff member will not be available to be contacted at his/her regular work location regarding open positions, s/he shall keep the District informed of how s/he can be reached by mail, email and by phone.

The District will make a good faith effort to contact qualified staff members on the transfer list for any new or newly vacant positions. Attempting to reach a staff member by phone or email over a period of forty-eight (48) hours shall be considered good faith efforts. Once contacted, the staff member has two (2) administrative workdays (Monday through Friday) to accept or reject an offer of a transfer interview or transfer.

Interview teams will make a recommendation to the Human Resource Department either to offer the position to a transferee or to post the position outside. Prior to posting the position, all unsuccessful in-district applicants will be notified if s/he did not receive the transfer. At the request of the staff member, the reasons will be given in writing.

Lastly, due to the opening of two (2) new schools and the District’s boundary changes, the District may be exceeding more staff than in a typical year. Please consider this as you make your potential transfer requests for next school year.

If you have questions, please contact Human Resources/Alyssa Xiong, (425) 837-7027, or the IEA Office, Derona Burkholder (425) 392-2126.