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REVISION
Second Reading

CERTIFIED STAFF PERSONNEL

Series 400

Policy Title: Addendum to Transfer Policy

Code No. 401.13

With the exception of those staffing changes indicated in this addendum which provides for staffing of a new facility, the negotiated Board approved transfer policy currently in place in the Joint School District No.2 shall dictate transfer policy of Certified Staff within the school district. See the Master Contract, and Policy 401.13 of the District Policy Manual for involuntary transfers and assignments. For transfer specifications and/or selection of counselors positions, refer to the Master Contract.

It is first and foremost the scope of this Addendum to allow for a smooth process of staffing for new schools. Communication between the district, building principals and certified staff is of utmost importance throughout the transfer process.

A secondary consideration of this Addendum is to ensure no department within an existing school be depleted of experienced personnel. It is, therefore, recommended that transfers be limited to a maximum of 50% out of a single school and/or department. This percent should serve as a maximum target, allowing for District discretion on a case by case basis to be determined by an administrative panel. It is also recommended that a new facility have no more than 50% of the certified positions filled from any one existing school.

These secondary considerations do not apply to the staffing of a magnet school.

For the purposes of this Addendum:

1. Half-time and full time employees are treated equally regarding years of service.
2. Category I teachers are not eligible for the transfer procedure.
3. Selection of staff for a new school will be done through the interviewing process of qualified candidates who are seeking a transfer to that school, in accordance with Master Contract.
4. Building seniority is determined by years in a specific building. Teachers may transfer three (3) years of seniority when they transfer to a new building.
5. District seniority is determined by the years of service in Joint School Dist. No. 2.
6. Building or district seniority does not apply to employees working less than .5 F.T.E.
7. Employees who are on contracts less than 1.0 F.T.E. may only request transfer to a new school for a like position of equal or less than their current F.T.E.

51 PHASE I – VOLUNTARY TRANSFER

52
53 Anticipated new school staff requirements and current building staff reductions shall be
54 published by the district and posted in each school no later than February of the year the
55 school is to open.

56
57 Phase I Voluntary Transfer will be limited to transfers:

- 58
59 1. from an existing elementary school to a new elementary school in a like
60 position;
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62 2. from an existing middle school to a new middle school in a like position;
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64 3. from an existing high school to a new high school in a like position,
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66 in accordance with Master Contract.

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68 PHASE II – VOLUNTARY TRANSFER

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70 Existing building position vacancies created by those transferring to new schools will be
71 posted within ten (10) days of date the certified staff member accepted a position at a
72 new school. Certified staff members will have the ten (10) days, in accordance with
73 Master Contract, to contact the principal for an interview.

74
75 Phase II Voluntary Transfer will be limited to transfers:

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77 1. from an existing elementary school to an existing elementary school in a
78 like position;
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80 2. from an existing middle school to an existing middle school in a like
81 position;
82
83 3. from an existing high school to an existing high school in a like position;
84
85 4. from an existing staff within a building to a like position within that
86 building.

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88 PHASE III – LEVELING OUT

89
90 Leveling out occurs when existing schools exceed their projected F.T.E., necessitating
91 involuntary transfer to other schools as delineated in District Policy 401.13 and Master
92 Contract.

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94 1. In each building, should involuntary transfer be necessary to
95 accommodate the leveling out of staff, the persons with the appropriate
96 certification will be retained according to district seniority.
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98 2. In Phase IV, in the event that two (2) or more people are being
99 considered from different buildings, district level seniority will take
100 precedence.
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PHASE IV – VOLUNTARY TRANSFER

After all possible positions have been filled through Phase I, Phase II, and Phase III, departmental percentages maintained, cross transfers between schools at different levels will be then considered.

153 CLASSIFIED STAFF PERSONNEL

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156 This is a transfer policy for staffing of new schools. It is the responsibility of the
157 classified staff member to request an interview for the position they are seeking.
158 Communication between the district, building principals and classified staff is of utmost
159 importance throughout each phase of the transfer process.

160
161 PHASE I – VOLUNTARY TRANSFER

162
163 In Phase I classified staff will be given the opportunity to request a voluntary transfer
164 within their existing job description assignment, full-time to full-time and half-time to half-
165 time.

166
167 Anticipated new school staff requirements and current building staff reductions shall be
168 posted in each school no later than February of the year the school is to open.

169
170 Requests for voluntary transfer to a new school must be submitted to the school within
171 ten (10) days of the position being posted.

172
173 Voluntary transfer request will include;

- 174
175 1. existing elementary school to a new elementary school;
176
177 2. existing middle school to a new middle school;
178
179 3. existing high school to a new high school.

180
181 **Special Education Paraprofessionals shall be placed according to the Paraprofessional**
182 **Forced Transfer Process. Forced Special Education Paraprofessionals shall be placed**
183 **prior to commencing with Special Education volunteer transfer placement.**

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186 PHASE II – VOLUNTARY TRANSFER

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188 In Phase II classified staff will be given an opportunity to request a voluntary transfer for
189 any positions yet unfilled by Phase I within their existing job description assignment, full-
190 time to full-time and half-time to half-time.

191
192 Existing building position vacancies created by those transferring to new schools will be
193 posted by the district.

194
195 Voluntary transfer request will include:

- 196
197 1. existing elementary school to existing elementary school;
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199 2. existing middle school to existing middle school;
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201 3. existing high school to existing high school;
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203 4. voluntary transfer request within a building will be considered.

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PHASE III – LEVELING OUT

This Phase of the staffing of the new schools and leveling out of the existing schools may require involuntary transfers.

1. In each building, should involuntary transfer be necessary to accommodate the leveling out of the staff, the person with the least district seniority in that building within the appropriate job description assignment will be transferred.
2. In Phase III, in the event that two (2) or more people are being considered from different buildings, district level seniority will take precedence.

PHASE IV – VOLUNTARY CROSS TRANSFER

In this phase, cross transfers between schools in different job descriptions and different full time equivalency will be considered.