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ARTICLE VIII

Transfers

- 5 A. **DEFINITIONS AND CONDITIONS.** A transfer shall be a change in work location (from
6 CDC/Head Start site to CDC/Head Start site) within the District and within the same job
7 classification. Transfers may be requested by the employee or initiated by the District.
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9 The transfer clause of the agreement does not apply to assignments and reassignments made
10 from one year to the next; because of Head Start Teachers' temporary status under a
11 categorically funded program site assignments are frequently changed between school years
12 without reference to the Transfer Clause. The Transfer Clause has for years been limited to
13 Transfers occurring within the school year.
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- 15 B. **TRANSFER AT TEACHER REQUEST:**

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17 1. A teacher may submit to the CDC/Head Start office a transfer request in writing at
18 any time during the year.
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20 2. A transfer request shall remain active from the date the request is filed through June
21 30 of the same fiscal year.
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23 3. Vacancies in existing positions shall be announced when the District has at least thirty
24 (30) calendar days notice of the pending vacancy.
25
26 4. Two copies of each Notice of Vacancies shall be mailed to each CDC/Head Start site
27 and the TALB office at least two (2) weeks before the positions are to be filled on an
28 assigned basis. Coordinating Teachers, Education Specialists, or their designees
29 shall have responsibility for posting notices at CDC/Head Start sites.
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31 5. Vacancy notices shall include the following information: (a) site, (b) program
32 assignment, (c) certification requirements, and (d) job description.
33
34 6. To facilitate implementation of this Article, teachers resigning their positions or
35 requesting leaves of absence are urged to notify the CDC/Head Start Director in
36 writing thirty (30) days prior to the intended resignation or leave.
37
38 7. **CDC Program.** Voluntary transfers shall be made on the basis of one or more of the
39 following factors: (a) certification to perform the required services; (b) staffing needs
40 of the center (gender, teaching experience); (c) special skills in areas that are specific
41 to the identified program; e.g., School Age Care, Preschool Age Care, etc. When the
42 above factors are substantially comparable, length of service in the CDC program
43 will determine transfers except that, in the cases of equivalent length of service in the
44 CDC program, additional consideration will be given to the employee's length of
45 service at the present center. Employees may request to transfer to a different site
46 and/or shift for the subsequent school year. Employees who are granted their transfer
47 requests shall not be eligible to apply for a subsequent transfer until the next fiscal

1 year except with the consent of the District and/or if the new position would result in
 2 an increase of hours/calendar year for the employee.

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 4 **Head Start Program.** Voluntary transfers shall be made on the basis of one or more
 5 of the following factors: (a) certification to perform the required services; (b) staffing
 6 needs of the center (gender, teaching experience); (c) special skills in areas that are
 7 specific to the identified program; e.g., Early Head Start, Head Start, Combination,
 8 etc. When the above factors are substantially comparable, length of service in the
 9 Head Start program will determine transfers except that, in the cases of equivalent
 10 length of service in the Head Start program, additional consideration will be given to
 11 the employee's length of service at the present center.

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 13 8. Teachers who have requested a transfer shall be notified in writing of the receipt of
 14 their request.
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 16 a. If the transfer is granted, the teacher and the Coordinating Teachers
 17 concerned will be notified in writing of the new assignment no later than one
 18 (1) week prior to the effective date of the transfer.
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 20 b. If the request for transfer is denied, the teacher submitting the request may
 21 ask for a conference with an appropriate CDC/Head Start manager to discuss
 22 the matter.
 23
 24 9. Nothing in this Article shall prevent a teacher from amending or withdrawing a
 25 transfer request at any time without establishing precedent.

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 27 **C. TRANSFERS INITIATED BY ADMINISTRATION:**

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 29 1. Transfers other than Section B. above that result in relocating a teacher to another
 30 site normally shall be made when an appropriate CDC/Head Start manager
 31 determines that (a) there is a need to reduce staff because of enrollment loss; (b) there
 32 is a need to balance the staff according to mandated federal or state requirements; or
 33 (c) there is a specific written program or a personnel need as determined by an
 34 appropriate CDC/Head Start manager in consultation with the Coordinating Teacher;
 35 or (d) there is a closure of a site/program.
 36
 37 2. No teacher shall be transferred involuntarily more than one time in any fiscal year
 38 unless significant loss of funding, closure of a program, or a personnel need causes a
 39 transfer to be necessary. The need shall be discussed by a CDC/Head Start manager
 40 with the Coordinating Teacher and the transferee. If requested, the transferee may
 41 have TALB representation at the meeting.
 42
 43 3. **CDC Program.** When a transfer is necessary because of enrollment or funding loss,
 44 a CDC manager shall first seek a volunteer from among qualified teachers. If no
 45 teacher volunteers, the teacher with the least districtwide seniority shall be transferred
 46 unless bypassed for a specific personnel/program need. The need shall be determined
 47 by the CDC manager after consultation with the Coordinating Teacher. In this

1 instance, the teacher with the next least seniority shall be transferred, subject to the
 2 same specific personnel/program needs.

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 4 **Head Start Program.** When a transfer is necessary because of enrollment or
 5 funding loss, a Head Start manager shall first seek a volunteer from among qualified
 6 teachers. If no teacher volunteers, the teacher with the least districtwide seniority
 7 shall be transferred unless bypassed for a specific personnel/program need. The need
 8 shall be determined by the Head Start manager. In this instance, the teacher with the
 9 next least seniority shall be transferred, subject to the same specific
 10 personnel/program needs.

11
 12 4. Any teacher transferred involuntarily may request a conference with an appropriate
 13 CDC/Head Start manager to discuss the possibility of a transfer to a future vacancy.

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 15 5. The procedure for arranging such a transfer shall be as follows:

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 17 a. A conference will be held between the teacher to be transferred and an
 18 appropriate CDC/Head Start manager prior to effecting any involuntary
 19 transfer. The conference will cover reasons for the transfer and options, if
 20 any as well as effective dates of transfer.

21
 22 b. A written notice of any involuntary transfer will be sent simultaneously to the
 23 teacher to be transferred and site principal with a copy to the site. The notice
 24 of transfer shall also include the effective date of the transfer. This notice
 25 shall be given not less than one (1) week prior to the effective date of transfer
 26 except in emergencies.

27
 28 c. The teacher may request a conference with an appropriate CDC/Head Start
 29 manager to discuss the success of the transfer.

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 31 D. **PREPARATION FOR TRANSFER.** A teacher being transferred will be given one
 32 assigned working day with no teaching duties in order that on-site orientation and moving
 33 tasks may be completed.

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 35 E. Employees shall not be subject to involuntary transfer if they are fifty-nine (59) years of age
 36 or older with twenty (20) or more years of service to the District.

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 38 F. Employees who are granted their transfer request shall not be eligible to apply for a
 39 subsequent transfer at least (3) years except with the consent of the District.

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 41 G. **REASSIGNMENTS:** Every reasonable effort will be made to notify teachers of the
 42 reassignment on or before May 1. In the event that notification is not possible, every
 43 reasonable effort will be made to notify teachers at least fourteen (14) days before the
 44 reassignment begins. During the period of leveling classroom enrollment at the start of the
 45 school year, every reasonable effort will be made for reassignments to be completed within
 46 the first twenty (20) days. Reassignments will not be made mid-year except in cases of

1 opening or closing classes, needs of the program with regard to specific state (licensing)
2 requirements, and/or potential negative impart to contract earnings.
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