

**District Proposal #15**  
**June 22, 2022**

9.4 Involuntary transfers of teachers from one school/work site to another will follow the procedures below.

A. When a reduction in the total number of teachers at a school/work site is necessary (i.e. school closings, rezoning, opening of new schools) but a District wide reduction in force (layoff) has not been declared or when a program or programs is/are to be reduced or eliminated at a school/work site.

1. The Superintendent of Schools/designee will determine the area(s) of certification that need to be reduced and the number of teachers in each area that will need to be transferred.
2. The District will publish a list of anticipated job openings and will seek volunteers prior to making any involuntary transfer assignments.
3. Volunteers in the area(s) of reduction shall be transferred first provided there is/will be a school/work site that is entitled to a teacher with the volunteer's certifications and qualifications and the volunteer(s) is/are approved by the receiving facility manager.
4. When there are not enough volunteers, involuntary transfers may be made. An involuntary transfer list shall be made, based on the identified reduction certification area(s) and the performance evaluations of the affected employees, with the lowest rated employee being transferred first. Ratings will be based on the employee's last three performance evaluations. In the event of ties, the decision as to whom will be transferred first shall be a coin toss witnessed by the Association representative.

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New language is identified in **boldface and is underlined**.

5. A meeting will be held of all the teachers on the involuntary transfer list to review the reassignment process. ~~At this meeting the District will give all affected teachers a complete and accurate list of all teaching vacancies available in the district.~~ After the meeting, a list of all available teaching vacancies will be shared electronically with all affected teachers, including those unable to attend the meeting. Affected teachers will complete a survey indicating their top three (3) preferences for the list. ~~Affected teachers unable to attend the meeting will have all material presented at the meeting emailed to their address on file with District. Teachers will be asked to pick three (3) vacancies of their preference from the list.~~ School administrators will then make their selection(s) from those interviewed candidates for each position.
6. In the event a teacher does not obtain a position through the above process, the Superintendent will transfer the teacher to a vacant position for which he/she is qualified. However, the transfer candidate shall be allowed to review the vacancy list and indicate preference to the Superintendent. This transfer process (by the Superintendent) will be based on the employee's last three performance evaluations. That is the highest rated employee will be placed first by the Superintendent. The lowest rated employee will be placed last. In the event of ties, the decision as to whom will be transferred first shall be a coin toss witnessed by the Association representative.
7. The District will try to avoid placing any professional service or continuing contract teacher out of field. In the event there are no existing vacancies for which a teacher is qualified (certification issues) the teacher may replace the lowest performance rated teacher in the certification area the Superintendent chooses.

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8. Under no circumstances will a teacher be involuntarily transferred for reasons which are capricious, discriminatory, or disciplinary.
9. Transfers will not negatively impact a teacher's salary. If the transfer takes place after the school year starts, supplements in place for that school year will continue until the end of the year, provided the teacher continues to perform duties as outlined.
10. Teachers who are not satisfied with their involuntary placement may request that their names be placed on the voluntary transfer list. Permission of the releasing principal will not be required.

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