

In the event the Master Agreement does not specifically outline the procedures for dealing with this policy, the following will be accepted as district policy for transfers and reassignments of certified employees.

Notice of Vacancy

1. The superintendent shall circulate or cause to be circulated to all certificated employees a notice of any vacancy, including new or additional positions, with the district. If a vacancy or new position occurs during the summer, such notification shall be given to the Association President. All vacancies shall be posted on the District home page at www.sd132.k12.id.us as well as within school sites on staff bulletin boards. The official dating of the positions will be the posting on the District home page. In the event of home page failure, the District will send notification to the Association President.
2. The notice of the position will include the following information:
 - Grade Level and the Subject Matter
 - Building
 - Closing date for written request to the principal
3. The intent of these vacancy postings, is to allow District employees to indicate interest in a position and be considered for such position prior to the District initiating its hiring process for candidates outside of the District. For the purposes of this article, teachers, on a 1 year limited contract, as described by Idaho Code 33-514A, shall not be considered eligible to apply for these transfer/reassignment positions. Teachers on a 1 year limited contract shall be considered eligible to apply for positions advertised outside of the District, and upon application are guaranteed an interview during the hiring process.
4. The position will be held open for transfer applications for a minimum of 5 business days after the date of circulation.
5. Between June 15th and October 1st, the District may, at its option, simultaneously post the vacancy outside of the District to begin building a hiring pool. It is mutually agreed that the District will fully complete the transfer process prior to beginning any interviews in the hiring process that involves candidates from outside of the District.
6. Any unforeseen vacancy, after October 1st, will be filled temporarily at the discretion of the District.

Reassignment

1. Definition: Reassignment is defined as a change in grade level at elementary schools or subject area in middle and secondary schools within a school site.

2. Voluntary Reassignment

- A. A voluntary reassignment shall be initiated by a written request from the teacher to the principal with a copy to the Personnel department at the District Office.
- B. The request for reassignment shall result in a meeting and discussion between the principal and teacher(s) regarding the possible reassignment.
- C. When a decision has been made by the principal, he/she shall provide written notification of the decision to all applicants.
- D. Those who have applied for a reassignment and have been denied will be provided, at the teacher's discretion, a written explanation and/or a personal conference with the principal upon the teacher's written request. The teacher must make the request for explanation within 3 business days of the principal's notification to the teacher of the reassignment decision.
- E. After receiving a written explanation from the principal, an employee may file a written appeal, including rationale, with the superintendent within 3 business days.
 - i. The superintendent or designee will review the written appeal and related documentation and may hold conferences and meetings, as necessary.
 - ii. The decision of the superintendent shall be final.

3. Involuntary Reassignment

- A. The involuntary reassignment procedure can only be initiated after voluntary reassignment and/or voluntary transfers (if possible) have been solicited.
- B. The principal will schedule a personal conference with the teacher to discuss the possible reassignment and options. For the purposes of listening and clarity, it is recommended that a representative(s) be present.
- C. Within two(2) business days a second meeting will be held to review the options and the possible involuntary reassignment.
- D. Within three (3) business days, the principal will notify the teacher in writing of the decision and rationale with a copy to the Personnel Director at the District Office.
- E. After receiving a written explanation from the principal, an employee may file a written appeal, including rationale, with the superintendent within 3 business days.

- i. The superintendent or designee will review the written appeal and related documentation and may hold conferences and meetings, as necessary.
 - ii. The decision of the superintendent shall be final.
- F. To facilitate a smooth transition, a teacher who has been involuntarily reassigned may apply to the principal for physical assistance and supplemental supply allocation from the school budget.
- G. Prior to April 1st, the teacher may request a one-time reconsideration of the assignment for the subsequent school year.

Transfer

- 1. Definition: A transfer is a change in school sites.
- 2. Voluntary Transfer
 - A. A voluntary transfer shall be initiated by a written request from the teacher to the principal responsible for filling the vacancy with a copy to the personnel department at the District Office.
 - B. The request for transfer shall result in an interview between the principal and/or their designees with the teacher(s) regarding the possible transfer.
 - C. When a decision has been made by the principal, he/she shall provide written notification of the decision to all applicants.
 - D. Those who have applied for a transfer and have been denied will be provided, at the teacher's discretion, a written explanation and/or a personal conference with the principal upon the teacher's written request. The teacher must make the request for explanation within 3 business days of the principal's notification to the teacher of the transfer decision.
 - E. After receiving a written explanation from the principal, an employee may file a written appeal, including rationale, with the superintendent within 3 business days.
 - i. The superintendent or designee will review the written appeal and related documentation and may hold conferences and meetings, as necessary.
 - ii. The decision of the superintendent shall be final.
- 3. Involuntary Transfer
 - A. The involuntary transfer procedure can only be initiated after voluntary reassignment and voluntary transfers have been solicited.

- B. The principals of both sites will schedule a joint personal conference with the teacher to discuss the transfer and options. For the purposes of listening and clarity, it is recommended that a representative(s) be present.
- C. Within two (2) business days a second meeting will be held to review options and the possible involuntary transfer.
- D. Within three (3) business days, the principals will jointly notify the teacher in writing of the decision and rationale with a copy to the Personnel Director at the District Office.
- E. After receiving the joint written explanation from the principals, an employee may file a written appeal, including rationale, with the superintendent within 3 business days.
 - i. The superintendent or designee will review the written appeal and related documentation and will hold a conference with the principals, teacher, and representatives.
 - ii. The decision of the superintendent shall be final.

Job Description Changes

1. The teachers being affected shall have the right to provide input on job descriptions for all professional employees represented by the Association.
2. The Board shall not change, alter, nor modify an existing job description so as to terminate a professional employee represented by the Association without following procedure for termination or for non-renewal of an annual contract.

Major Reorganization

1. In the event of a major reorganization of the District in which a considerable number of teacher transfers are contemplated, the District and the Association agree to form a joint committee to develop a process which will facilitate the transfers within the existing transfer policy.
2. The committee will consist of three (3) persons appointed by the District and three (3) persons appointed by the Association.
3. The committee will ensure that the needs and desires of the current staff are taken into consideration during the reorganization.



ADOPTED: May 27, 1976
REVISED: June 16, 1980
REVISED: September 27, 1982
REVISED: August 18, 1986
REVISED: August 1988
REVISED: September 1990
REVISED: September 14, 1998
REVISED: February 14, 2000