

In-district Voluntary Transfer Language - Memo of Understanding

Peninsula Education Association and Peninsula School District share a common interest in simplifying the in-district transfer process to make voluntary transfers of certificated employees earlier and enable the district to fill vacant positions more easily before posting and interviewing outside candidates. PEA and PSD agree to extend the trial period to include the 2020-21 hiring season. PEA and PSD agree to evaluate the effectiveness of this trial in-district transfer language through DAC. Any permanent changes would be part of further negotiations and need to be ratified by PEA membership.

Process:

1. All certificated employees MUST complete a transfer request form by February 15, 2020 in order to be considered for in-district voluntary transfer. On this form, employees will indicate:
 - Whether or not they are interested in a transfer.
 - Which buildings, subject areas and grade levels they are interested in.
2. Human Resources will maintain the database and provide the information to building administrators if they anticipate vacant positions for the 2020-21 school year. Voluntary in-district transfers would follow existing CBA Section 5.20. C.4, allowing first for in-building reassignment and then Section 5.20.D placing involuntary transfers due to reduction in FTE or program change.
3. When an opening becomes available in a building where an employee has indicated a desire to transfer that position will not be posted. The building administrator will set up a "meet and greet" which may also include an observation in the employee's current classroom assignment. The criteria used will be the "meet & greet", observations (if applicable), references & evaluations. Through DAC, the district and PEA will draft written parameters for employees and building administrators participating in meet and greets.
4. After the "meet and greet", the principal will make a decision whether or not to accept the transfer. All documentation will be sent to HR.
 - If the building administrator decides not to accept a transfer of an employee, they will contact the employee directly and provide feedback as to why they were not selected for a transfer to that site.
 - If the building administrator accepts an employee for transfer, they will contact the employee directly and offer them the transfer and then let HR of their acceptance.
5. The district will only post positions where no employees indicated an interest in transfer or unique positions with special requirements. HR will consult PEA when a unique position arises. This includes the initial staffing of Pioneer Elementary as a STEAM themed magnet school. The staffing guidelines, timelines and process for Pioneer will be developed and approved through DAC.
6. In the event no in-district employees have notified PSD of an interest to transfer into a vacant position,
 - The district will first place any candidates offered a nonspecific contract (NSC) or a letter of intent (LI) identified through successful teaching experience in PSD while on a non-continuing contract or as a student teacher, as well as, outside recruiting efforts. This would be for hard to fill positions (SPED, math, science) or vacated elementary positions due to natural attrition.
7. After the in-district transfers and placements have been completed, all new openings for 2020-21 will be posted. In the event a district employee is interested in the new postings, they would then need to apply and take part in the formal interview process.



Karen Andersen, Chief Financial Officer

Date

10/29/2019



Carol Rivera, PEA President

Date

10/29/2019