



Transfer and Reassignment Provisions (Article XI)

What happens first?

District (Business Services in collaboration with Human Resources) provides principals with certificated classroom-based staffing (FTE) allocations based on projected enrollment and funding.

Principal determines the number of staff needed for each grade level (elementary) and/or department (secondary).

Based on the number of separations (retirements, resignations, promotions within the District, etc.), the principal identifies either openings and/or overstaffing within each grade level or content area.

Please see scenarios below for processes to implement based on site staffing:

Scenario A: Does the site have more assignments than staff?

Site Spin

All movement happens within the site

Site openings are made available to site-based certificated staff for movement.



Reassignments are based on credential and seniority.



Scenario B: Is there a shift in assignments due to a staffing decrease in a grade level or department?

Reassignment

All movement happens within the site

(When a site experiences a change in the number of assignments within a particular grade level or department)

Principal meets with the least senior person at the grade level or in the department letting them know that they will be reassigned to another on-site position based on credential, unless a more senior person volunteers to be reassigned.



Principal will ask more senior staff from the overstaffed grade level or department if they wish to volunteer to be reassigned in place of the least senior person from that grade level or department.



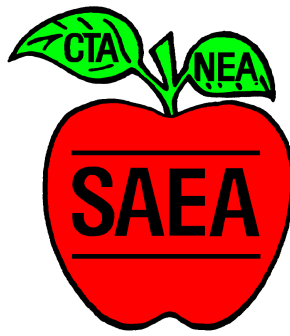
The least senior person or the volunteer is placed on a Reassignment list to select from available assignments at that school site in order of seniority and within their credential area.



If there are still available openings after everyone on the Reassignment list has an assignment, those openings are made available to other site based certificated staff for movement. Reassignments are based on seniority.



Principal reports the remaining openings to Human Resources. The openings become vacancies for Displacement and/or Transfer opportunities.



Scenario C: Does the site have more staff than assignments?

Displacement

There is movement off of the site

(When a site experiences a change in the number of assignments within a particular grade level or department and there are fewer assignments than staff members)

Principal meets with/informs the staff letting them know that there will be displacements due to overstaffing at the site.



Principal meets with the least senior person at the site or in the department letting them know that they will be displaced from the school site unless a more senior person at that site or within that department volunteers to be displaced.



Principal will ask if anyone from the site (elementary) or department (secondary) wishes to volunteer to be displaced from the site in place of the least senior staff.



The least senior person or the volunteer is placed on a District Displacement list to participate in a District Displacement meeting. Displaced employees will select in order of seniority from available openings located at other SAUSD sites and within their credential area(s).



If there are still available openings after everyone on the District Displacement list has an assignment, those openings are made available through the voluntary transfer process, which involves Edjoin application and interview.



If a site still has openings after Displacement and Transfer, the principal confirms the remaining openings to Human Resources for outside recruitment.



Transfer Process

Member-Initiated/voluntary movement

- Once site reassignment and district displacement conclude, openings available for transfer from one site to another are posted on www.Edjoin.org. These openings are available to current probationary or permanent SAUSD employees only.
- Postings are accessed with a key code/password that is obtained from site administrators or Human Resources.
- Transfer applications must include: Copy of CTC detailed credential and either a cover letter or resume.
- Individual school sites will hold interviews and forward a recommended candidate to HR.