

Article 9 - Transfers/Promotion

9.1 Voluntary Transfer

9.1.1 When a new position is created or an existing position becomes vacant, the Board of Education shall allow the opportunity to apply for transfer to bargaining unit members serving in the same class in the District. Notification shall be provided in Section 9.1.2 below.

9.1.2 All vacancies shall be posted by the Board of Education for not less than five (5) working days prior to being filled.

9.1.2.1 Notices of vacancy will be posted on bulletin boards at all schools and principal job sites of bargaining unit members.

9.1.2.2 Notices of vacancy will include: job title, salary range, work schedule, brief description of duties, application deadline, and application procedure.

9.1.3 Any bargaining unit member may apply for a transfer provided:

9.1.3.1 It is within the classification of the bargaining unit member;

9.1.3.2 It is for a job lasting more than twenty (20) days;

9.1.3.3 It is one which exists only after consideration of bargaining unit members on layoff.

9.1.4 The selection for voluntary transfer shall rest with the discretion of the Board of Education, provided the selection considers the individual qualifications of the applicants, the best interests of the District, and affirmative action requirements.

9.2 Involuntary Transfers

A bargaining unit member may be transferred in the best interest of the District. A bargaining unit member affected by such transfer shall be given at least (3) working days notice of the transfer; and, if requested by the employee, a conference will be held with the employee's immediate supervisor in order to discuss the reasons for the transfer.

Following the conference with the immediate supervisor, if so requested by the employee, a conference will be held with the administrator next above the employee's immediate supervisor to review the matter. Within three (3) working days following the review, that administrator will notify the employee as to the final decision on the matter. No transfer shall be made for arbitrary, capricious, or discriminatory reasons.

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9.3 Medical Reassignment

When a permanent classified employee who is in a paid status is medically unable to satisfactorily perform his/her regularly assigned duties, the employee may request that the District offer alternative work to the employee for which s/he is qualified. If the District and the employee agree to the alternative work assignment, the employee will be paid at the appropriate salary schedule for the alternative work assignment.

9.4 Americans with Disabilities Act

Each request for reasonable accommodation under the ADA by a bargaining unit member shall be referred to the District and CSEA for examination on an individual basis.

9.5 Promotion

Employees in the bargaining unit shall be given first consideration, providing qualifications are equal, over outside applicants for placement in any job vacancy which can be considered a promotion. After the announcement of the position vacancy, any employee in the bargaining unit may file for the vacancy by submitting written application to Personnel Service within the filing period.

9.6 Job Description

Upon initial employment and upon each change in classification thereafter, each bargaining unit member shall be furnished a copy of his/her job description. The employee shall also receive the *Classified Employee Information Sheet* that will define payroll date(s), assignment or work location, duty hours, and the prescribed workweek. In addition, the form shall provide salary data which will include the monthly, hourly, overtime, and differential rate of compensation, whichever is applicable. The employee shall sign, date, and retain one copy of the information sheet and return the other copy to the Personnel Services Department. Any proposed change in job description shall be negotiated with the CSEA prior to implementation. This process shall commence within thirty (30) days of submission of proposal to the CSEA. [Ed Code §45169].

9.7 Job Vacancy Notice

Notice of all job vacancies shall be posted on bulletin boards in prominent locations at each District job site. The job vacancy notice shall remain posted for not less than five (5) working days, during which time employees may file for the vacancy. The job vacancy notice shall include: the job title, a brief description of the position and duties, the minimum qualifications required for the position, number of days per week and months per year assigned to the position, the salary range, and the deadline for filing.