

A. EMPLOYEE INITIATED TRANSFER REQUESTS:

Any employee covered by this Agreement shall have the privilege of requesting a transfer to any school, subject to the following conditions:

1. Submission of a request for transfer for the following school year, on appropriate District forms, shall be submitted prior to March 1. Properly filed transfer requests shall be given administrative consideration and shall be valid for six (6) months from date submitted.
2. When a new position is created or an existing position becomes vacant, the District may first offer the opportunity to transfer to District employees either serving in the same class or meeting the necessary qualifications for the open position. All vacancies shall be posted for five (5) working days at all work locations prior to being filled. If more than one employee is equally qualified and acceptable to fill the vacancy, the employee with the greatest seniority shall be chosen. In the event two or more employees have identical seniority, the employee to fill the position shall be selected by lot.
3. The filing of a request for transfer is without prejudice to the employee and shall not jeopardize the present assignment. A request for transfer may be withdrawn by the employee in writing at any time prior to notification of transfer approval. If a vacancy occurs during a vacation or summer recess, employees who have requested notification in writing prior to the close of school will be notified of this vacancy.

B. EMPLOYER INITIATED TRANSFERS:1. Involuntary Transfers:

A transfer may be made by the administration at any time for any of the following reasons:

- a. To balance the staff of the District or a school by considering factors, including, but not limited to, experience and meeting requirements of affirmative action.
- b. A change of enrollment, necessitating transfer of staff.
- c. To improve the efficiency of the District.

A list of the District's vacant assignments will be made available to each employee being considered for involuntary transfer. An employee may request the positions, in order of preference, to which transfer is desired.

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An employee may request a conference and/or written statement regarding the reasons for the involuntary transfer.

2. Administrative Transfers:

A transfer may also be made by the administration for any of, but not limited to, the following reasons:

- a. An opportunity to evaluate an employee in a different school or location.
- b. Significant personality conflicts.

An employee may request a conference and/or written statement regarding the reasons for the administrative transfer.