

## APPENDIX 1-A First Consideration

Principals or program administrators may make teaching assignments and reassignments within their building or program at any time after conferring with affected staff.

Reassignment requests must be filed by December 15 to ensure consideration. Transfer requests must be filed by January 20 for published positions and positions that become available through February 15.

Transfers may be approved without an interview. However, competing requests or requests made by staff whose records do not clearly establish suitable qualifications for a specified position must be interviewed.

The following sequence is developed to serve as a schedule and check list of steps to be followed which together define what constitutes "first consideration." First consideration must be completed prior to consideration of external applicants.

| Target Completion Date | Activity  |
|------------------------|---|
| Prior to Winter Break  | 1.0 Principals will announce to building staff known resignations and retirements in their buildings.<br>1.1 Reassignment requests must be submitted by December 15 (Appendix 1-C).<br>1.2 Principals will evaluate requests and make internal reassignments for the following year prior to Winter Break.  |
| January 10             | 2.0 The Principal or responsible administrator and the Human Resources Office will identify in writing the qualifications and district needs for each open position. These may include the following:<br>2.1 Certificate, endorsement, major, minor and/or academic coursework.<br>2.2 Training (recency, relevance, grades).<br>2.3 Experience (grade level, subject, specialty, extra curricular, etc.).<br>2.3.1 Performance record (observation, evaluation, and/or reprimands).<br>2.3.2 Recommendations.<br>2.4 Special skills (activities, training, staff development, other).<br>2.5 Mix and balance of team, group, or faculty. |
| January 10             | 3.0 All positions that are open as of January 1 following reassignments, whether due to retirement, resignation or granted leaves will be identified, listed, and published to staff as open positions available for transfer requests.<br>3.1 Open positions will be published for staff.<br>3.2 Positions will be advertised for external candidates.   |
| January 20             | 4.0 Principal and Human Resources Office receive a timely transfer request by January 20 for posted positions (Appendix 1-B).<br>4.1 Part time FTE, leave replacement staff and substitutes may only apply for a transfer to a position of like status; except, leave replacement staff may apply for assignment to their current position if the position is posted as vacant.   |
| February 5             | 5.0 The Principal or a staff interview team will interview as appropriate all transfer applicants who have the necessary certificate, endorsement, major, minor, or academic coursework as stated on the posting.   |

| Target Completion Date  | Activity  |
|-------------------------|---|
|                         | <p>6.0 The Principal will rate each transfer request against the qualifications and the district needs identified in writing.</p> <p>6.1 Information will be obtained from the employee's personnel file, the transfer request, any other written information submitted by the applicant, and first hand knowledge of the Principal regarding the professional status and performance of the applicant.</p> <p>6.2 Information may be obtained from an interview.</p>   |
| President's Day weekend | <p>7.0 The Principal will make a decision on each transfer request.</p> <p>7.1 If the Principal decides to grant a transfer request he or she will write a recommendation to the Human Resources Office with a copy to the employee.</p> <p>7.2 If the Principal denies a transfer request, he will immediately communicate the reasons to the teacher and the Human Resources Office in writing.</p> <p>7.3 The Human Resources Office will review recommendations to grant or deny transfer requests to see that they comply with contractual obligations and district need.</p> <p>7.4 A employee whose transfer request has been denied may appeal that decision to the personnel department within five days of the decision.</p> <p>7.4.1 The personnel department will review the appeal and make a decision before hiring someone for the open position.</p> <p>7.4.2 If an appeal is denied in 7.4.1, the Association or the employee may file a grievance according to the terms of the Collective Bargaining Agreement. If the grievance is upheld at either the Board level or by an arbitrator, the remedy shall not exceed a written offer for the next available position substantially equivalent to the one requested and denied. Such an offer shall supersede subsequent transfer and/or reassignment requests and shall terminate upon acceptance or rejection by the employee of an appropriate offer.</p> |
| February 28             | <p>8.0 All positions opened between January 1 and President's Day weekend due to granted transfer/reassignment requests, resignations, retirements or granted leaves will be compared and evaluated against outstanding transfer requests.</p> <p>8.1 Interviews must be held as appropriate and specified above.</p> <p>8.2 A second interview need not be scheduled if a transfer applicant has already been interviewed.</p> <p>8.3 Principals will make and communicate decisions on each transfer request in compliance with article 7.0 section 7.4.1.</p> <p>8.4 Informal reassignments within buildings may continue as staffing decisions are made.</p> <p>9.0 If positions remain open after giving first consideration to internal candidates, the Principal will screen internal applicants if requested on Appendix 1-B Request for Transfer, external applicants for posted open positions, and select qualified individuals for interviews.</p>  |

| Target Completion Date | Activity  |
|------------------------|---|
|                        | 9.1 Screening will occur using the Human Resources Office's format and criteria along with any additional criteria developed, written and approved by the personnel office. |
|                        | 10.0 The Principal will interview selected internal and/or external applicants. The interview may include other administrators and staff on the interview team.             |
|                        | 11.0 The Principal will check references using the district format for recoding reference information.  |
|                        | 12.0 The Principal will make a recommendation in writing to the personnel office listing the primary reasons why the recommended candidate has been selected.               |
|                        | 13.0 The Human Resources Office will review the recommendation for compliance with personnel policies, district needs, and anti-discrimination laws.                        |
|                        | 11.0 The Principal will check references using the Human Resources Office's format for recoding reference information.  |
|                        | 12.0 The Principal will make a recommendation in writing to the personnel office listing the primary reasons why the recommended candidate has been selected.               |
|                        | 13.0 The Human Resources Office will review the recommendation for compliance with personnel policies, district need, and discrimination laws.                              |