

Sacramento City Unified School District
Initial Proposal to
Sacramento City Teachers Association
Counterproposal

April 20, 2023

ARTICLE 8 – TRANSFERS

8.1 DEFINITION

8.1.1 A **VOLUNTARY TRANSFER** is one which is initiated upon application of the employee and involves either a change in assignment from one school or administrative unit to another or a change in classification within the bargaining unit.

8.1.2 An **INVOLUNTARY TRANSFER** is one which is initiated by the administration and involves a change in assignment from one (1) school or administrative unit to another without a change in classification.

8.1.3 For the purposes of this Article, a **VACANCY** is any new or existing opening among those positions for which a member of the bargaining unit may be considered for transfer.

8.1.4 **SENIORITY**, as referred to in this Article, shall be based on years of service to the District and shall apply to all members of the bargaining unit regardless of classification or position held. A year of experience must represent not less than seventy-five percent (75%) of the days of required full-time service; although semesters will be added together, even if in separate school years, in computing years of service.

8.1.4.1 In instances where there has been prior certificated service in the District, years of service in the District shall be determined by using the date on which the teacher most recently joined the District, and then backdating the anniversary date by the number of years previously served (based upon cumulative semesters during which the teacher served 75% or more of the time). In no case shall the anniversary date be earlier than the first required day of service in that school year.

8.1.4.2 Certificated service in the children's center shall count toward total District seniority, but the seniority is only applicable in f service.

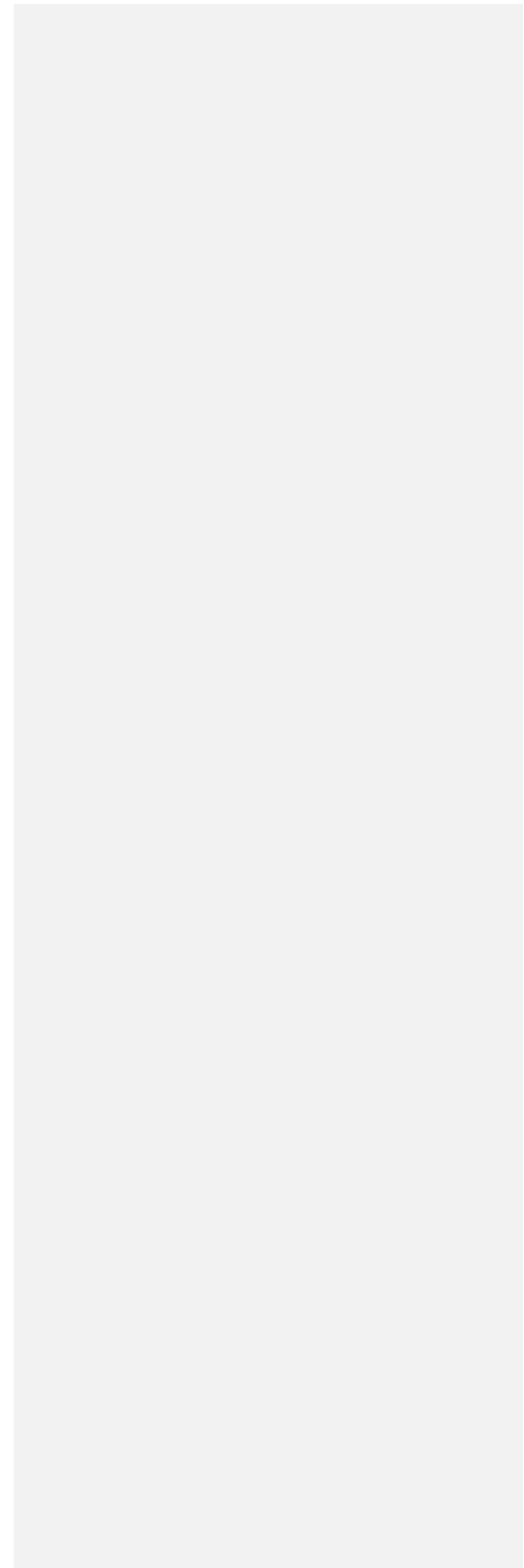
- 8.1.9 A **NEW APPLICANT** as referred to in the Application and Placement section of this Article is one who is not currently employed in a certificated position in the District but one who applies for a position in the District.
- 8.1.10 A **LONG TERM SUBSTITUTE** as referred to in the Application and Placement section of this Article is a substitute who the District anticipates will remain employed for more than 90 consecutive work days and who is so informed by the District at the time of hiring or at the time of change from day-to-day substitute status.
- 8.1.11 A **DAY-TO-DAY SUBSTITUTE** as referred to in the Application and Placement section of this Article is a substitute who is hired as needed to fill a certificated position.
- 8.1.12 **IN-DISTRICT PERMANENT PERSONNEL** as referred to in the Application and Placement section of this Article are those who have gained tenure in the District; or in the case of application for positions to be filled in the next school year, persons who will gain tenure the beginning of that next school year.
- 8.1.13 **IN-DISTRICT PROBATIONARY PERSONNEL** as referred to in the Application and Placement section of this Article are those in probationary status except as referred to in 8.1.12.

8.1.14 **In-District training program participant** are current participants in agreed upon credential training programs including student teacher, intern, teacher residency, classified-to-credential programs.

8.2 GENERAL PROVISIONS

- 8.2.1 No teacher shall be transferred nor denied a transfer request arbitrarily, capriciously or without basis in fact.
- 8.2.2 Applications for voluntary transfer may be filed whenever a Notice of Vacancy is posted by the District. Application forms for transfer shall be available online or in the Human Resources Office. ~~No classroom teacher may voluntarily transfer August 15th to May 30th for a position for the current school year. All transfers inside of this period must be for positions for the upcoming school year. This provision does not apply during the Step 1 process 8.5.1.~~
- 8.2.3 If an applicant is not selected for a specific position for which he/she applied, school site or administrative unit shall, upon written request, provide the applicant with a written statement of the reasons therefore.
- 8.2.4 Any teacher may submit an application for transfer at any time directly to the Human Resources Office without being required to notify or receive approval from the building principal al iiii 792 reW*0.00000912 0 612 792 reW*BT/F3 7.536 Tf1 0 0 1 95.568 303.67 Tr

8.2.9 All transfer applicants, upon receipt of the offer of a position shall respond by 4 p.m. of the next business



8.2.19 The District and SCTA will collaborate on a teacher recruitment and review process to increase the quality of teacher applicants.

8.3 NOTICES OF VACANCIES

8.3.1 It is the intent of these procedures that every reasonable effort shall be made to provide employees with information regarding the establishment of new positions as well as vacancies in existing positions when time permits. Positions shall be posted for

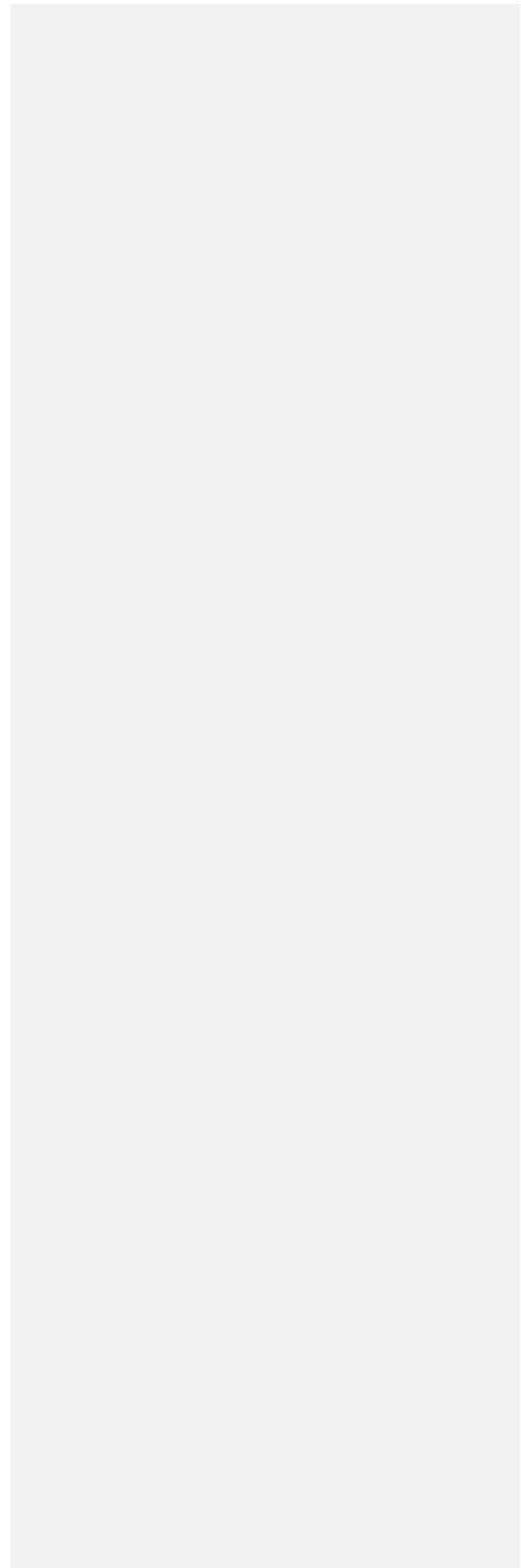
identified. Such notification shall consist of written notice mailed to address of record and an email to the work address.

Surplusing may occur for the following reasons:

- a. Over staffing at school sites (Surplus Personnel).
- b. Reduced funding in special programs.
- c. The termination of an LTA position or special funded position for a regular permanent teacher who has no immediate return rights to a position, classification or a designated position.

8.4.2 Before declaring anyone surplus, it shall be determined if there is a volunteer with the proper credential in the area being surplus who is teaching in that area and who is willing to accept surplus status. Written and email notification shall be sent to all affected staff requesting any volunteers prior to the least senior teacher being identified by the Human Resources Office. If more than one teacher volunteers for surplusing, the most senior volunteer shall be selected.

8.4.2.1 Teachers who are projected to teach in year-



8.5.1.6 If there is no qualified ~~or additional~~ applicant, the District will hold the position for placement in the surplus process. If there is no one qualified for the positions in the surplus pool, the position shall be posted under Step 2.

8.5.1.7 After the beginning of the school year, placement in positions must be made within fifteen (15) working days after the final posting date of the position. For positions commencing the following school year, selection shall be made within ten (10) working days, or as soon as possible, after the final posting date.

8.5.1.8 If all those referred for a position decline the offer for the position leaving no placement possible, then the position ~~will be incorporated into the surplus process; may be posted under Step 2.~~

8.5.1.9 Selection from among the candidates shall be made by the District/principal or designee(s), based on and following the recommendation from the interview panel. The interview panel or designee(s) shall include:

- a. The principal or designee;
- b. bargaining-unit member(s), from the school site, selected by the bargaining unit staff assigned at the school site; priority shall be to include grade level and/or subject area, where applicable.
- c. At newly opened sites, SCTA will appoint panel members.
- d. Other participants mutually-agreed upon by the principal and SCTA-representatives on the committee.

~~8.5.1.10 SCTA will be updated on the results of Step 1 hiring process once every two weeks and upon request.~~

8.5.2 Step 1A - Resulting Positions (Classroom)

Classroom positions that become available or open as a result of in-District permanent classroom teachers accepting positions at other sites/departments, per 8.5.1 ~~or are current vacancies shall be posted as limited term assignments for the rest of the school year and posted in the surplus pool for the following school year. If the position is not assigned in the Step 1B Surplus Placement process the limited term assignment teacher may be offered the clear position for the following year— will, after any local assignment changes, be incorporated into the surplus pool.~~

8.5.3 Step 1B - Surplus Placement

8.5.3.1 a. Unless by mutual agreement between the Association and the District, surplus placement shall be completed by no later than April 30th. ~~provided that the meetings to discuss staffing after the completion of the Budget Development process as set forth in Section 8.5.1 above have occurred— March 30th. If the Parties are not able to reach a mutual agreement on the dates described immediately above, then the District may select the dates.~~ The parties shall mutually agree on the time and District location of surplus placement. It shall not be during spring break. Only surplus personnel per 8.4.1, 8.4.2.1, and 8.4.2.1.1 shall be placed for the following school year during this period. Surplus placements for teachers not placed during the surplus process may be ongoing until such teachers are placed.

b. ~~During the surplus placement process, the District will host a Surplus Fair, which is an internal process designed to complete staffing in an expeditious manner in order to afford the District the best and earliest opportunity to search for and hire new teachers. At the Surplus Fair, both the District and the SCTA will have a designated representative on hand to ensure that the spirit of the process is being complied with and who can make determinations for each respective~~

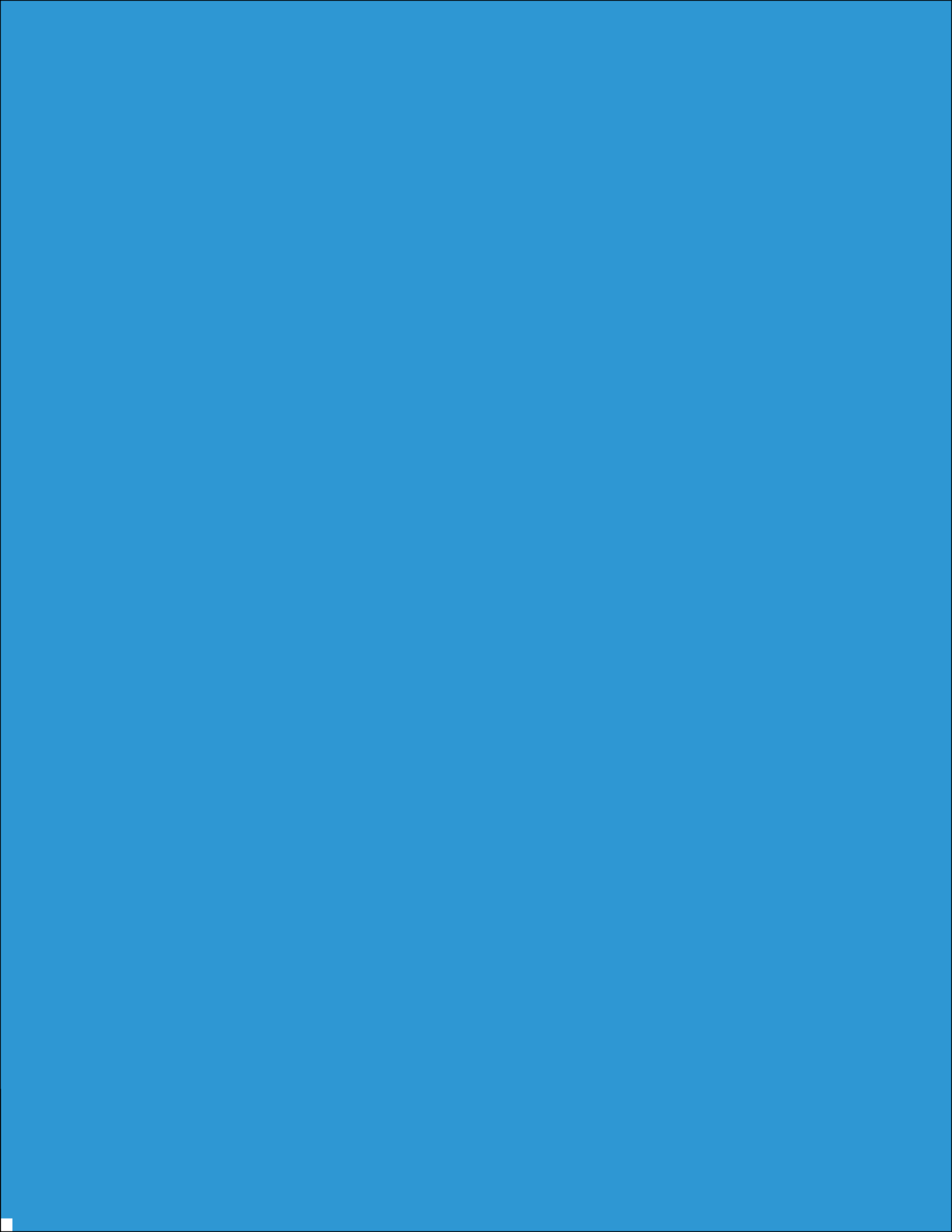
vacancies will have representatives present and display/share site specific information related to the specific school site vacancies. Surplus teachers may will attend the Surplus Fair.

c. All surplus personnel shall be contacted by the Human Resources Office. Each surplus employee shall have the opportunity to select two (2) positions in which he/she is interested and the employee shall be placed in one (1) of the identified positions. Such selections shall occur in the seniority order of the surplus employees. If only one choice remains and the position is one that is acceptable to the surplus employee, that position shall be awarded to the surplus employee.

d. If no position is available for which a surplus teacher qualifies during the surplus process, the

remaining referred applicants may be referred from any source. During this step, internal and external applicants may be referred.

Selection from among the candidates shall be made by the District/principal or designee(s), based on



As soon as an administrator transfer is being considered by the Human Resources Department, but no less than thirty (30) working days from the initiation of the administrative transfer, the site administrator or Human Resources representative (only by direction of the Human Resources Department) will meet with the employee to:

- a. Inform the employee of the problem;
- b. Express reasons that an administrative transfer is being considered and what actions would lead to an administrative transfer;

Whenever possible, certificated employees will not be moved without their consent, and will be given all available options as to which site they will be moved. The parties

