

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

May 11, 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 the program where the certificated person is currently employed.
- 8.1.5 A **COMPELLING REASON** is defined as the need to meet credential and legal requirements, or special qualifications which can be documented.
- 8.1.6 A **TEMPORARY PERSON** as referred to in the Application and Placement section of this Article is one who is employed on a temporary certificated contract which includes the master contract entitlements for health and welfare benefits, salary, and sick leave.
- 8.1.7 A **SEVENTY-FIVE PERCENTER** as referred to in the Application and Placement section of this Article is one who was employed in a temporary certificated position or who has been serving as a long-term substitute performing all of the duties of a regular teacher for at least seventy-five percent (75%) of the days school was in session in the most recent school year.
- 8.1.8 A **NEW OFFER** as referred to in the Application and Placement section of this Article is one who has been offered a certificated contract with the District for the next school year.

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. [ok]

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 September 30th for a position during the current school year, unless such a position would enable the applicants to change their FTE status or change their job classification. 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 or other administrator in charge.

8.2.5 Application for transfer to any type of position or location shall be made to the Human Resources Office on forms provided for this purpose. Verification of the receipt of application can be obtained in person or by email from the Human Resources Office. [ok]

8.2.6 If a teacher requests an interview with the Human Resources Office, or if the District desires an interview, it will be scheduled.

8.2.7 If a teacher desires to be considered for future vacancies a new application for transfer must be filed with the Human Resources Office as each new vacancy is posted.

8.2.8 The teacher shall be transferred to a position which is consistent with major(s), minor(s), experience, certification, qualifications, and insofar as possible, with desires and interests of the teacher.

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- 8.2.9 All transfer applicants, upon receipt of the offer of a position shall respond by 4 p.m. of the next business day. Within this time constraint, the person may request information regarding the status of any other position(s) for which he/she applied, and the Human Resources Office shall comply with such request.
- 8.2.10 If an applicant fails to accept or respond to a tentative assignment, or when all available means of communications prove unsuccessful in contacting that applicant, the Human Resources Office may proceed to the other referred applicants.
- 8.2.11 Any teacher transferred during the times that schools are in regular session shall be provided one (1) non-teaching day prior to the beginning of the new assignment for the purpose of relocation, orientation and lesson planning.
- 8.2.12 No teacher shall be involuntarily transferred more than once during any one (1) school year.
- 8.2.13 Full-time probationary personnel may ~~not~~ apply for a voluntary transfer. **[ok]**
- 8.2.14 All positions filled by a person on a temporary contract, on a limited term assignment, or long term substitute which are to be continued, shall be declared vacant the last day of the second semester and shall be made a part of the vacancy list for Step 1 placements unless the position is being held for a permanent teacher on leave or a limited term assignment who has return rights.
- 8.2.14.1 If the termination date of the limited term assignment is extended during the school year the assigned teacher shall continue in the position unless there is a need for a surplus teacher to be placed in the position.
- 8.2.15 No regular position shall be reserved as a limited term assignment in excess of one (1) school year, while a teacher is voluntarily filling another assignment.
- 8.2.16 Positions involving classifications other than classroom teacher and/or positions which provide additional pay shall be filled as per Step 1 criteria except that posting and placement may occur throughout the year. Any other qualifying position(s), or any new position(s) created by the District or any changes in existing job specifications which would be controlled by this section must be mutually agreed to by the District and the Association. These positions include the following: Counselor, Program Specialist, Vocational Specialist, Department Chairperson, Librarian, Psychologist, Resource Specialist, School Social Worker, Student Activities Advisors, Training Specialist.
- 8.2.17 In order to provide services for students with limited English proficiency ("LEP students"), positions which an approved school plan defines as requiring specialized Bilingual credential services to LEP students will be filled in the following manner:
- 8.2.17.1 Prior to Step 1, the new, created or open positions in the District and schools requiring teachers holding Bilingual credentials for the following school year will be identified for posting and made known to SCTA upon its request. The District will determine the type of credential(s) required for each position.
- 8.2.17.2 All such positions shall be posted with their requirements, and shall be filled in accordance with the procedures of Steps 1 and 2.
- 8.2.17.3 Teachers with LDS or SB 1969 certification and those in a verifiable continuous training program for a Bilingual or CLAD certificate(s), the length of which training program shall be as approved in the District's Plan to Remedy, but not require a period of less than two years, and whose continued progress in that training program is documented, shall be considered equal to CLAD/BCLAD credentialed teachers except that among such a group seniority shall prevail.
- 8.2.18 No teacher ~~unit member~~ may voluntarily transfer more than once each fiscal/school year (July 1st to June 30th). **[ok]**

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

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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 a period of not less than four (4) work days. A notice of vacancy shall list all objective criteria which shall serve as the basis for selection.

8.3.1.1 After internal assignment changes, if any, vacancies for the ensuing year shall be identified and reported to the Human Resources Office and SCTA by site/program administrators in sufficient time to meet the posting timelines. Exceptions may be made for extenuating circumstances which can be documented.

8.3.1.2 To assist in early staffing, any unit member who submits his or her retirement or resignation prior to February 1 for a retirement or resignation effective at the end of that same school year, shall be paid a one-time stipend of fifteen hundred dollars (\$1500) upon Board acceptance of the retirement or resignation. By mutual agreement, the parties may agree to increase the retirement/resignation incentive. Additionally, the District and SCTA agree to the following efforts based on mutual agreement for retirees and resignees:

- a. A program that provides for substituting opportunities at the teacher's last site(s) for the purpose of continuity and in-servicing and provisioning of new teachers.
- b. A program of recognition.
- c. Development of appropriate information regarding STRS, health benefits, and other matters.

8.3.2 All notices of vacancies shall be prepared as soon as possible after vacancies and positions are known, with the exception that vacancies that become known and available as a result of early retirement/resignation notice set forth in 8.3.1.2 will be posted on February 15th. Each notice shall be advertised by Human Resources Office in the following ways:

- Post on the District website
- Email to the designated Association representative(s)
- Email to teachers

8.3.3 Except for surplus teacher placement, and contracted teachers unassigned by ~~July~~August 1, no vacancy can be filled as a regular assignment during Steps 1 and 2 until it has been advertised in accordance with established procedures. [ok]

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8.3.4 Notices of Vacancies will be numbered in the order of issuance.

8.3.5 Any modification to a Notice of Vacancy shall require a new posting and cancellation of any commitments based on the previous Notice of Vacancy.

8.3.6 A listing of positions filled shall be provided to the SCTA on the first and fifteenth of each month.

8.4 INVOLUNTARY TRANSFERS (SURPLUS)

8.4.1 The initial identification and notification of surplus personnel will be accomplished by the Human Resources Office no later than the Friday occurring in the first full week in April, insofar as they are known. Personnel identified for surplus shall be notified within three (3) days of the time they are

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 surplus, the most senior volunteer shall be selected.

8.4.2.1 Teachers who are projected to teach in year-round schools may voluntarily declare themselves surplus at that school for the following school year if the declaration is placed in writing to the site administrator by February 1st. Such persons shall then be treated as all other involuntary surplus persons.

8.4.2.1.1 Teachers must declare their intention to self-surplus by March 15th. With the exception of teachers who have self-surplused within the previous three (3) school years, or a teacher who is currently in a performance improvement plan, teachers may elect to self-surplus. Teachers who have self-surplused within the previous three (3) years, or a teacher who is on a performance improvement plan may self-surplus with the approval of the District. Unless otherwise agreed by the District and the Association, self-surplusing will be limited to no more than seven (7) teachers per school year. If more than seven (7) teachers elect to self-surplus, eligibility will be determined in seniority order. Said teacher shall be placed.

8.4.3 In any elementary school or administrative unit where a surplus exists, the principal or other administrator in charge shall identify the teachers to be declared surplus. Unless there are compelling reasons for doing otherwise, the site administrator shall declare surplus the individual with the least District seniority.

8.4.4 In any secondary school or administrative unit where a surplus exists, the principal or other administrator in charge shall identify the teachers to be declared surplus. Unless there are compelling reasons for doing otherwise, the site administrator shall declare surplus the individual with the least District seniority in the subject area of the position declared surplus.

8.4.4.1 If the teacher who is declared surplus has served in another subject field within the previous five years, or has a major or minor in another subject field, the teacher may choose to be compared in any of those fields on the basis of District seniority for surplus declaration.

8.4.5 If the site administrator declares surplus an individual other than the one with the least District seniority, the site administrator shall immediately place in writing the reasons for such decision and transmit them to the Human Resources Office and to the teacher(s) involved.

8.4.6 Whenever two (2) or more persons have the same seniority ranking, the person to be declared surplus shall be determined by the casting of lots. Such casting of lots will take place in the presence of all persons who have the same seniority ranking and who could be affected by this process.

8.4.7 The Human Resources Office shall provide written notice and email notice to teachers subject to involuntary transfer, stating the nature of the transfer with reason therefore, and informing them of their right to a meeting with the District representative if the teacher so requests.

8.4.8 Within a four-year period, teachers who have been declared surplus from a regular position shall have preference in returning to the school from which they have been surplus. Teachers may complete the application any time during the four (4) year period commencing on their involuntary surplus date (July 1).

8.4.9 **Surplussing of Counselors:** The following procedures shall be used except where in conflict with compelling reasons. However, these provisions do not apply to declaration of surplus staff at a school and an involuntary transfer where the total number of District positions has not been reduced. This provision would apply only if the total number of counseling positions have been reduced.

8.4.9.1 When the number of elementary counselor positions is reduced in a non-lay off situation (school closure, consolidation, or overstaffing), the least senior elementary counselor(s) who is/are credentialed and experienced as a classroom teacher will be declared surplus and placed in the surplus teacher pool.

8.4.9.1.1 If the surplus elementary counselor is credentialed and experienced at the secondary level he/she may choose to be compared on the basis of seniority with secondary counselors.

8.4.9.2 When the number of secondary school counselor positions is reduced in a non-layoff situation (school closure, consolidation, or overstaffing), the least senior secondary counselor(s) who is/are credentialed and experienced as a classroom teacher will be placed in the surplus teacher pool. The vacancy(ies) created will be filled by the more senior counselor(s) unassigned as a result of the surplus.

8.4.9.2.1 If the surplus secondary counselor is credentialed and experienced at the elementary level he/she may choose to be compared on the basis of seniority with elementary counselors.

8.4.9.3 **Vocational Specialists:** When the number of vocational specialist positions is reduced in a non-layoff situation (school closure, consolidation, or overstaffing), the least senior vocational specialist who is credentialed as a counselor and experienced as a counselor shall replace the least senior secondary counselor who has less seniority than the vocational specialist and who is credentialed and experienced as a classroom teacher. This counselor shall then be declared surplus.

8.4.9.4 **Psychologists:** When the number of psychologist positions is reduced in a non-layoff situation (school closure, consolidation, or overstaffing), the least senior psychologist who is credentialed as a counselor and experienced as a counselor or classroom teacher shall replace, depending on credential and experience, the least senior elementary or secondary counselor who has less seniority than the psychologist and who is credentialed and experienced as a classroom teacher. This counselor shall then be declared surplus.

8.4.9.5 **Social Workers:** When the number of social worker positions is reduced in a non-layoff situation (school closure, consolidation, or overstaffing), the least senior person(s) shall be given the opportunity to replace, depending on their credential and experience, the least senior elementary or secondary counselor who has less seniority than the social worker and who is credentialed and experienced as a classroom teacher. This counselor shall then be declared surplus.

8.4.9.7 Other non-teaching certificated positions are not to be covered by this section.

8.4.9.8 This section shall not preclude administrative transfers under Section 8.7 et seq. of this Article.

8.5 APPLICATION AND PLACEMENT

8.5.1 **Step 1 - Unit Member Priority Period (February 1 to April 10)**

Step 1 shall begin on February 1st and shall conclude on April 1st. Any position that was posted February 1st or after but before on April 10th, 1st shall be part of Step 1. Vacancies that the District was

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made aware of prior to February 1st, which occurred during the current school year, shall be included during Step 1. Available positions shall be as a result of ~~One-Stop staffing~~ Budget Development Process for staffing, retirement/resignations notices and any other reasons for which vacancies exist. The District shall complete the ~~One-Stop staffing process~~ Budget Development Process for staffing by no later than February 1st so that those positions may be included the Step 1 process.

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By no later than January 15th, the district will provide SCTA with the enrollment projections for the following year completed by the district and enrollment projection completed by any outside consultant the district might employ to make enrollment projections including a list of underlying assumptions used in such projections.

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Upon completion of the Budget Development Process for staffing, the District shall meet with SCTA to discuss potential adjustments to staffing for the subsequent school year, taking into consideration making every effort to avoid split classes and concapping, the District's budget, and overall student needs. The District representatives shall include representatives from the Budget Office, the Academic Office and the Human Resources Office. In advance of the meeting, the District will provide the following information to SCTA:

- the current enrollment and staffing grid, broken down by school site, enrollment and grade level;
- the projected enrollment and staffing for the subsequent school year, broken down by school site, enrollment and grade level;
- any updated enrollment projections, including projections provided by outside consultants;
- the resulting changes in staffing allocations including positions added and closed made in the Budget Development Process to school sites as a result of the enrollment projections and budget.

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Any subsequent vacancies occurring after April 1st will be made available to remaining surplus teachers under Step 1 B below. If it is determined that a position has been hidden to avoid its inclusion in the Step 1 process, the position will be posted and awarded according to the step 1 procedures set forth in this section, regardless of the time of year.

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For Step 1 "qualified applicants" are defined as bargaining unit, in-District, permanent and surplus personnel, including probationary employees. Probationary employees are also allowed to apply to any position during the closed period that would allow them to increase up to 1.0 FTE and shall be considered as a "qualified applicant". "Qualified applicants" are exempt from 8.2.2 during the Step 1 process (February 15 - March 15). For Step 1, "additional applicants" or "additional teacher applicants" are defined as temporary, seventy-five percenters, new offers, new applicants, in-district training program participants and substitutes, and all other currently employed personnel, including student teachers, teacher residents, or other District teacher pipelines. [ok]

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8.5.1.1 If there are five (5) or more qualified applicants, the five (5) most senior shall be referred. One (1) shall be selected and placed. ~~If there are qualified applicants, then those qualified applicants shall be referred. If there are additional applicants, then they may also be referred.~~

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8.5.1.2 If there are four (4) qualified applicants, the four (4) shall be referred. One (1) shall be selected and placed.

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8.5.1.3 If there are only three (3) qualified applicants, all three (3) shall be referred, and the District may refer one (1) additional applicant. One (1) shall be selected and placed.

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8.5.1.4 If there are only two (2) qualified applicant, both shall be referred, and the District may refer two (2) additional applicants. One (1) shall be selected and placed.

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8.5.1.5 If there is only one (1) qualified applicant that applicant shall be referred, and the District may refer two (2) additional applicants. One (1) shall be selected and placed.

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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. ~~[ok]~~

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.~~

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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.~~

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8.5.2 **Step 1A - Resulting Positions (Classroom)**

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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 under Step 1 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.~~

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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. ~~[ok]~~

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b. ~~During the surplus 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 party as to any questions or procedural issues that may arise. School sites with available~~

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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. [ok]

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.

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de. If no position is available for which a surplus teacher qualifies during the surplus process, the surplus teacher will be placed on a priority and seniority basis in the first available position for which he/she qualifies, including those positions which open in Steps 1 and 2. Such positions need not be advertised. Should two or more positions for which such teachers qualify become available at the same time, the teachers shall choose from among the positions on a seniority basis.

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ed. In the event a surplus teacher is unable to attend the Surplus Fair/surplussing process, the teacher may designate another SCTA unit member to act as a proxy, and said proxy may put in for surplus selections on behalf of the teacher who has given them the appropriate authority. In order to designate a proxy, both the surplus teacher and the unit member acting as a proxy must sign the Assignment Proxy Form. Decisions made by the proxy designee regarding surplus assignment selections are binding in the same manner as in the same manner as if they were made by the surplus teacher. [ok]

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8.5.3.1.1 The district, in collaboration with SCTA, may offer open contracts for new offers eligible for credentials for which there is a known need for the following school year. These open contract offers will focus on recruiting and retaining participants in agreed upon in-District training programs. These open contract unit members may participate in the Surplus fair and choose a position through the surplus process in seniorty order after the regular surplus process is complete. [ok]

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8.5.3.2 Self-surplused personnel per 8.4.2.1.1 shall be placed.

8.5.3.3 Non-classroom teachers in indicated positions (classifications) who have no return rights to a prior position shall enjoy the following rights at the end of their special assignment:

- a. Teachers may participate in the surplus process.
- b. If the surplussing process has already occurred, teachers may apply for any vacancy for which they are qualified.

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8.5.3.4 Any positions that remain unfilled following the surplus process shall be posted in accordance with Step 2 – Open Period, set forth below.

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8.5.4 Step 2 - Open Period (April 2May 1 to January 31)

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Step 2 shall begin on April 2 May 1 and shall continue through January 31st. Candidates may include all qualified in and out of District applicants, except full 1.0 FTE probationary employees.

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8.5.4.1 During this Step 2, a maximum of seven (7) ten (10) persons from among the qualified applicants for any position shall be referred to the site or unit administrator for selection. At least five (5) Up to three of the referred applicants shall be those with the greatest seniority among the qualified applicants, if three five or more qualified represented employees apply. If fewer than five qualified represented employees apply, all will be referred. If one or more qualified substitutes apply, at least one (1) shall be

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referred. 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 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.

One of the referred applicants shall be selected and placed within ten (10) working days following the final posting date of the position. All referred applicants who interviewed will be notified in writing, by phone or by email the results of their interview.

8.5.4.2 ~~If there are less than two (2) qualified applicants, the site administrator may request a relisting.~~

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8.5.4.2.1 The parties intend that long-term substitute teachers assigned authorized, permanent, positions because regular credentialed teachers are not available for these positions will remain in the assignment until the end of the school year or until the employee is terminated. The position will then be posted for the following year. For the purposes of this provision, long-term substitute means:

- a. employees who are provided a contract indicating their status;
- b. the contract indicates the fringe benefits provided in conformance with this collective bargaining agreement;
- c. the employee is authorized pursuant to law to serve in the position;
- d. the employee may be terminated at any time pursuant to Education Code section 44953 or 44954. The District and SCTA will consult regarding providing special help or support for these teachers.

~~e. the district will provide opportunity for interested and qualified substitute teachers to receive their Emergency Career Substitute Permit per CTC guidelines, which currently require the district to provide a statement of endorsement, access to trainings regularly provided to teachers during the school year, and request the permit for qualified teachers who submit a completed application packet to the district. [ok]~~

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8.5.4.3 If a clear, open and vacant position is filled during this step by a permanent District teacher or qualified applicant, the position shall be classified as a regular position.

8.5.4.4 All surplused contracted teachers who do not have an assignment by ~~August~~ **July 1** may be placed directly. ~~At the time of such placement, should there be two or more positions for which such teachers qualify, the teachers shall choose from among the positions on a seniority basis. [ok]~~

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8.5.4.5 ~~Positions that become vacant after January 15th and filled subsequently for the remainder of that school year shall be designated as limited term assignments and become available during Step 1 for the following school year.~~

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8.5.4.5.1 Notwithstanding, Child Development teachers may be placed year-round as regular assignments in clear, open, and vacant positions-

8.5.4.6 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.

8.5.5 The district will meet to discuss with SCTA with potential changes to the Early Learning and Care programs, classes, locations, hours, etc. no later than March 1st. The Early Learning and Care programs surplus process will take place no later than May 1st unless a timeline extension is mutually agreed upon.

8.5.6 The district will provide SCTA with proposed changes to Special Education programs, classes, locations, etc. no later than April 1st. The special education change of assignment process will occur not later than May 1st unless a timeline extension is mutually agreed upon.

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8.6 INTRADISTRICT EXCHANGE

8.6.1 Should two (2) or more teachers desire to exchange positions on a temporary basis, said teachers shall be responsible for making all of the arrangements. Such arrangements shall be reduced to writing and shall include the following:

- a. The name of the teacher(s) involved.
- b. The subject areas the teachers are qualified to teach.
- c. The written approval of the site administrators.
- d. The written approval of the Human Resources Office.
- e. All arrangements must be completed at least 30 days before the exchange is to occur.

8.6.2 Such an intra-district exchange shall be limited to a duration of one (1) school year and can be effected only once in four (4) years.

8.7 ADMINISTRATIVE TRANSFERS

8.7.1 Transfers necessitated as a result of a substandard performance or other problems encountered by an employee, shall be recommended to the superintendent and Board of Education by the Human Resources Department, upon the recommendation of staff level instructional administrators. The reasons for any recommended transfer other than for reasons of surplus shall be delineated in writing by the staff level instructional administrators and delivered to the Human Resources Office which shall provide a copy to the affected teachers. Such personnel shall be transferred into an existing vacancy in which they will be able to perform more effectively.

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 agree that administrative transfers may be effectuated with or without employee consent.

8.8 Creation of Working Group to Discuss Changes to Article 8 and Academic Calendar to Address Impediments, Including Timelines, to Filling Vacancies

The District and SCTA will convene a working group to review the school calendar and Article 8, Vacancies and Transfers, to address impediments to filling vacancies and staffing our schools, and provide other recommendations related to the recruitment and retention of certificated employees in the District. This working group will be referred to as the Recruitment and Retention Committee. [ok]

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