



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 7276

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CATEGORY: **Personnel, Certificated Staff**

EFFECTIVE: **1-29-62**

SUBJECT: **Placement, Transfer, and Reassignment of Contract Teachers**

REVISED: **10-28-2002**

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing placement of contract teachers in specific schools or departments, including procedures for any subsequent transfer or reassignment in accordance with district needs or a teacher's request for transfer.
2. **Related Procedures:**

Employment/placement of relatives of district employees	7184
Posting/bidding of teaching position vacancies	7278

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy I-1340, I-3010, I-4750; Education Code Section 35035; Collective Negotiations Contract.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Human Resource Services Division, Office of the Superintendent.
2. **Definitions**
 - a. **Staffing administrators:** Human Resource Services Division management employee(s) whose responsibility is to determine placement of new teachers and to administer all aspects of transfer or reassignment of teachers under the direction of the Human Resource Services Deputy Administrative Officer.
 - b. **Known vacancy:** A verified vacancy created by receipt of a notice of resignation or retirement, notice of approval for a leave of absence, or a growth position, on official district forms, and which is in conformance with school staffing formula.
 - c. **Voluntary transfer:** Voluntary change of a teacher from one school site or program to another school site or program with a different cost center.
 - d. **Involuntary transfer:** Involuntary change of a teacher from one school site to another school site with a different cost center; or if assigned to a program, from one program to another program with a different cost center.

3. **Qualifications.** In general, teachers are considered qualified for a particular vacancy if they hold the required California credential and meet all qualifications specified in the adopted position description and/or described vacancy.
4. **Initial Placements.** Teachers may indicate placement preference at time of employment on “Initial Teacher Placement” form. All employees are appointed subject to placement by the superintendent or designee. Such placement shall be made in accordance with an employee’s qualifications and the needs and best interests of the students and the district.
5. **Transfer to Year-Round Schools.** Any teacher currently under contract can expect to work the authorized number of instructional days for a stipulated annual salary. Should a teacher subsequently be transferred or reassigned to a year-round school, neither required duty days nor annual salary can be reduced without his/her concurrence. Therefore, as such transfers occur during a school year, the teacher will execute a makeup day calendar setting forth how time will be made up or a statement forfeiting potential earnings, whichever the teacher selects. (For example, a regular contract teacher transferred or reassigned to a year-round school in September would be unable to teach the total required instructional days in that school year unless assigned as a substitute teacher and/or intersession teacher for the number of days not covered.) In the event a teacher vacancy in a year-round school is staffed by a new teacher or a teacher returning from leave, the district is obligated only for the salary proportional to the actual number of days worked.
6. **Teacher-Initiated Transfers**
 - a. An active transfer request must be on file in the Human Resource Services Division for any teacher desiring to be considered for transfer outside of post and bid time frames.
 - b. To have an active transfer request on file, a teacher must submit a request form to elementary or secondary staffing administration, as appropriate, after the beginning of each school year. Requests received during each school year are kept active to October 1 of the ensuing school year.
 - c. In order to improve transfer opportunities, teachers are encouraged to specify an area of the city (rather than one or two specific schools) in the transfer preferences section of the request form.

- d. Teachers who wish to be considered for vacancies occurring during the summer should keep the Human Resource Services Division informed of a current summer address and/or phone number.

7. **Involuntary Transfers**

- a. **Administrative.** School principals or division officers, when they believe that either the best interests of the district or the students or the teacher will be served by a reassignment, shall file with appropriate division office a written request stating specific reason(s) for such a reassignment.
 - (1) Before any request for a reassignment is acted upon, the supervisor shall advise the unit member through a personal interview *and in writing* that an administrative transfer is being recommended and the reasons therefor.
 - (2) The appropriate division administrator(s) shall, upon request, meet with the unit member to discuss the proposed administrative transfer.
 - (3) The appropriate division administrator(s) will determine whether an administrative transfer should be made.
 - (4) Administrative transfers may be appealed through the grievance procedure.
- b. **Extended-day service.** A unit member who is employed, transferred, or retained to provide extended-day service may be involuntarily transferred if he/she refuses to provide such service within five (5) years of such employment, transfer, or retention. This section does not apply to high school physical education teachers who may be administratively transferred unless there is a qualified and available teacher on site to fulfill the coaching responsibilities.
- c. **Reduction of staff.** Involuntary transfers to reduce staff may be made at end of the school year based upon enrollment estimates and during the school year based upon actual enrollments.
 - (1) The supervisor shall determine level (K-3, 4-6), subject area, or program to be reduced. Elementary site administrators shall poll their staffs as to qualifications for and interest in changing levels. Volunteers may be transferred to achieve a desired reduction. If no unit member volunteers for transfer, the unit member who has least seniority at the level in the subject area or with the affected program shall be reassigned. However, a

unit member who has taught in the district for at least two (2) school years in a different subject area, or at a different level within the last nine (9) years, or at least one school year within the last five (5) years and is deemed qualified by the Human Resource Services Division, may exercise seniority rights within that other subject, level, or program.

- (2) When October enrollment justifies, a unit member may be returned to his/her site with the agreement of the division. A unit member involuntarily transferred after October 15 will not be transferred again during the same year for the same purpose.
- (3) Counselors deemed in excess shall be placed on an interview list and considered for vacant counseling positions during the next school year.

8. **Miscellaneous Transfer Policies and Practices**

- a. **Return from leave.** Unit members returning from leave to serve at the start of the school year shall notify the Human Resource Services Division, in writing, by March 15 of the preceding year. Failure to do so will deny the teacher any rights under post and bid system.
- b. **Other suitable vacancies.** If a unit member is transferred to a vacancy that does not materialize, he/she, by mutual agreement with the site supervisor, may be placed in another appropriate vacancy at the cost center. If mutual agreement is not reached, teacher will be reassigned by the appropriate division.
- c. **Seniority after May post and bid.** Transfers made after the May post and bid will continue to consider the educational needs of the district and the qualifications and request of the unit member. When all other things are equal, one of the five (5) unit members with the greatest seniority, who requested the transfer and have been deemed qualified by the Human Resource Services Division, will receive the transfer, except that a unit member who is excess at a site will be given priority consideration within the same school level (elementary, middle level, and senior high).
- d. **Transfers within Early Childhood Education Programs.** Transfers within the Early Childhood Education Programs will be processed through the district office responsible for the program. A listing of vacancies will be posted in each Early Childhood Education Program site. Each posted vacancy will show location, current hours of assignment, student age level, particulars of assignment, unit member calendar, language, and other stated needs. When

necessary, a fourth post may be held in the fall. Unit members assigned to an Early Childhood Education Program are also entitled to participate in regular post and bid procedures (Procedure 7278).

9. Rights of Transferred Unit Members

- a. **Notice.** Except in emergency situations, unit member shall receive a three- (3) workday advance notice of an impending transfer.
- b. **Preparation for moving.** Release time should be provided for unit member(s) being transferred. One (1) day of duty free preparation/orientation time shall be provided at the receiving school.
- c. **Custodial service.** Appropriate custodial services, if requested, shall be made available to a unit member being transferred or reassigned.

10. Assignment Changes Within School

- a. Principal, with approval of instructional leader, shall be responsible for the assignment of all teaching personnel within his/her school.
- b. In order to maintain an instructional program of high quality, to assure effective performance of personnel, and to promote satisfactory relationships, when assigning responsibilities, the principal shall take into consideration local educational needs and the training, credentials, experience, competencies, and personal characteristics of each teacher. In achieving these goals, every effort should be exercised to assign workloads that are reasonable and equitable.
- c. The schedule of a secondary teacher shall not require preparation for more than three courses of instruction. A two- (2) or three- (3) hour block course equates to two (2) course preparations. Exceptions may be made only to meet needs of the site, as determined by principal and approved by instructional leader.
- d. Teachers desiring a change of assignment within a school should make such requests to the principal.
- e. Principal shall notify the Human Resource Services Division (appropriate elementary or secondary staffing administrator) of all changes in assignment during the year by completing assignment authorization forms.

D. IMPLEMENTATION

1. Teacher

- a. May indicate placement preference at time of employment on “Initial Teacher Placement” form.
- b. May submit bids for specific posted position vacancies in accordance with Procedure 7278.
- c. May file a general request for transfer by filing a transfer request form with appropriate Human Resource Services staffing administrator.

2. Human Resource Services Division

- a. Obtains transfer request form from each employee returning from leave.
- b. Sends school/department and employee copies of personnel action form to each school or department location.
- c. Obtains assignment books from the Information Technology Department, Business Operations Branch, and forwards to sites where certificated unit members are assigned.
- d. Assigns certificated staff to schools based on enrollment estimates, actual enrollments, and formulas authorized by the Budget Department, Finance Division, Business Operations Branch.
- e. Contacts principals regarding excess teachers on staff; contacts those teachers who have been declared excess.
- f. Prepares list of positions to be posted during the post and bid period; follows Procedure 7278 in implementing post and bid procedures.
- g. Processes transfers upon completion of post and bid processing.
- h. Fills vacancies for which no qualified bids were received, and vacancies determined after position vacancies were posted.
- i. Processes transfer requests forms received from certificated unit members.

j. Processes requests for reassignment.

3. Principal

- a. Checks each assignment book when received and changes any assignments/ budgets/additive pay that are not accurate by submitting assignment authorization forms via the Budget Department to the Human Resource Services Division in order to correct personnel database.
- b. Maintains and updates the most recent site assignment book by entering any changes initiated by the school to adjust personnel database, or changes initiated by Human Resource Services staffing administrator, as transfers and reassignments are completed and vacancies filled.
- c. Determines specifications for all teaching position vacancies and notifies appropriate Human Resource Services staffing administrator of vacancies and any special qualifications needed for replacement.
- d. Determines surplus teaching positions upon receipt of notification to reduce teaching staff.
- e. Notifies each teacher to be reassigned due to reduction of staff, when applicable; forwards information to appropriate Human Resource Services staffing administrator.
- f. Notifies appropriate Human Resource Services staffing administrator if enrollment changes justify staff increase or decrease, or if any teacher fails to report for duty.

E. FORMS AND AUXILIARY REFERENCES

1. Assignment Book listings, issued by the Human Resource Services Division
2. Transfer Request, Certificated Personnel form, available in the Human Resource Services Division
3. Initial Teacher Placement form, available in the Human Resource Services Division
4. Assignment Authorization, Certificated and Classified, Stock Item 22-A-7225

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F. REPORTS AND RECORDS

1. **No later than February 10, May 20, and July 10:** List of teaching vacancies posted with copies forwarded to the San Diego Education Association.
2. Personnel action form sent by the Human Resource Services Division to school and department locations as personnel changes are processed.

G. APPROVED BY



Chief of Staff, Terrance L. Smith
For the Superintendent of Public Education