

Reassignment and Transfer Issues Arise as Enrollment Declines

The District has not reached the pupil enrollment numbers anticipated. Therefore, more teachers have been hired than the numbers support. The decline may necessitate reassignments and transfers. The specific contract language is in Article XIII. *Transfer and Reassignment Policy* pp. 31-33.

Reassignment is defined as the change of the previous placement of a Bargaining Unit member position within the same school. This includes grade level, subject matter, or classroom changes. Any involuntarily reassigned Bargaining Unit member has the right to a conference with the site administrator outlining the specific reasons for the reassignment and rationale in writing shall be provided, upon request.

- ◆ Bargaining unit members who are involuntarily reassigned after the beginning of the school year must be given 5 work days notice. Upon request the Bargaining Unit member must be given 1 day release prior to the reassignment (K-12 non-self-contained must obtain the approval of the site administration.)
- ◆ If the reassignment occurs during summer or off-track, the Bargaining Unit member must be granted 1 day release within the first 20 days of the next school session, upon request (K-12 non-self-contained must obtain the approval of the site administration.)
- ◆ The District must provide assistance in moving materials to any new work location.

Transfer is the change in placement of a Bargaining Unit member from one site to another, or from one track to another, or AM to PM or vice versa in Head Start. The following criteria is in place for involuntary transfer:

1. Credentialing Requirements
2. Experience in teacher specific subject areas.
3. Teacher in-District seniority.

Any involuntarily transferred Bargaining Unit member has the right to a conference with the site administrator outlining the specific reasons for the reassignment and rationale in writing shall be provided, upon request.

- ◆ Bargaining unit members who are involuntarily transferred after the beginning of the school year must be given 5 work days notice. The Bargaining Unit member must be given 1 day release prior to the transfer .
- ◆ If the transfer occurs during summer or off-track, the Bargaining Unit member must be granted 1 day release within the first 20 days of the next school session, upon request.
- ◆ The District must provide assistance in moving materials to any new work location.

Secretary Susan Jauregui (EAI) and Support Staff Director Julian De La Torre (EAI) participate in the August 30 Executive Committee Retreat in Santa Fe Springs.



If You Have Your Own Property at School

Complete the District Personnel Authorization Form

The Contract provides for reimbursement for personal equipment at school under the following conditions:

The maximum claim is \$250

The employee completed the District Personnel Equipment Authorization Form.

Ask your site secretary for the form. Complete it for every personal computer, VCR, CD player, and other equipment you have brought from home. For more information See Article XVII Safety, Security, and General Working Conditions Section F.2.b. p.51.