

KNOW YOUR CONTRACT

Why in the heck can't I get a transfer out of the site I am currently in?
I think the district is black balling me!

ARTICLE 7 -Transfers

- 7-1 Requests for transfer shall be considered on the basis of qualifications for the position desired. In filling a vacancy, the District will take into account the program needs of the District and will consider, among other things:
1. The skills desired for the position;
 2. The employee's experience, including length of service in the District and the most recent work experience; and
 3. The employee's educational preparation and training.

ASSIGNMENT, REASSIGNMENT, TRANSFERS AND SALARY PLACEMENT

The Board of Education, through its representatives, reserves the right to assign, reassign, or transfer any ESP employee at any time in accordance with District needs.

Should an ESP employee request transfer to, and be selected for, a move from a higher classification to a lower classification or vice versa, placement on the lower/higher classification schedule will be on the same experience interval as in the higher/lower classification.

Human Resources and Financial Services must first approve a request to change hours per day or days per year. If an approved change of hours or days occurs in a position, the supervisor should provide a minimum of two weeks' notice of the effective date to the affected employee(s).

In addition, with the exception of Transportation Services, if a change in assignment becomes necessary, the administrator/supervisor will discuss the change for the ESP(s) who might be affected. The process will take into account the program needs of the building/department, and will consider those who have volunteered for the assignment. A consensus decision is preferred; however, in the absence of such decision, the administrator/supervisor has the responsibility to decide taking in account at least the following considerations:

1. Employee's past experience, including length of service in the District and the most recent experience;
2. Employee's educational preparation and training; and
3. Whether such change in assignment is educationally sound.

If a change in assignment initiated by the District results in the need for retraining or additional training, the District will pay for tuition costs for the employee to avail himself/herself of the training, which is required by the District.

**Your building administrator is not required to inform you of your rights.
It is up to you to *Know Your Contract!***