

INDEPENDENT SCHOOL DISTRICT #877 POLICY

Buffalo-Hanover-Montrose

INDEX TITLE Personnel **SERIES NO.** 400

POLICY TITLE Teacher Transfer **CODE NO.** 451

FORM NO. 451

I. PURPOSE:

To provide a smooth and efficient procedure that may allow for teacher transfers within the district.

II. DEFINITIONS:

Transfer shall mean the move of a continuing contract teacher,

- A. from their currently assigned building or buildings to another or additional buildings.
- B. from their current grade level assignment or assignments to a vacant grade level assignment or assignments.
- C. from Special Education or Specialists to regular classroom teacher or the reverse.
- D. from their current assignment of licensure to a new field of licensure in the case of teachers with multiple licensure.

Voluntary Transfer shall mean a transfer which is initiated by the teacher requesting the transfer.

Involuntary Transfer shall mean a transfer which is initiated by the Board of Education or its designee.

Vacancy shall mean an open position created by resignation, retirement, termination, additional positions created by the Board of Education, or when there is a reconfiguration of current or new buildings and a portion of a grade level is transferred.

III. ELIGIBILITY:

Licensure - The teacher must be duly licensed for the new assignment unless mutually agreed upon by the teacher and the school district.

IV. PROCEDURE FOR VOLUNTARY TRANSFERS:

Specific Request - The School District will post notices of all vacant positions in each school building with a copy to the exclusive representative. Any eligible teacher may apply for a voluntary transfer to any vacant position by submitting Form 451, Request for Change of Assignment, to the Director of Human Resources and the affected administrators, with a copy to the exclusive representative by June 15th or within 10 days from the date of posting, whichever is earlier. The school district shall consider all timely applications for voluntary transfer before permanently filling any vacant teaching positions.

The school district will consider all requests for voluntary transfer providing the teacher has completed form 451, (Request for Change of Assignment), and followed all timelines. The district will utilize the following factors to prepare for filling any vacant teaching positions:

- A. The needs of the students in the building and/or specific program needs.
- B. Licensure for the position.
- C. Success in current assignment.
- D. Potential for contributing to the program/student needs of the grade level, school or department.
- E. Potential for contributing to the co-curricular activity program.
- F. Potential for contributing to the professional growth of the staff member requesting the transfer.
- G. The recommendations of the principals, department chairs, section or unit leaders or team members involved in the transfer.
- H. Seniority

Based on the criteria in Section 4, Subd. 2, the School Board's designee will notify the teacher(s) in writing of the results of the hiring process for that particular position.

- A. Copies of this response will be filed in the teacher's personnel file and in the personnel office. A copy will also be sent to the exclusive representative.

V. PROCEDURE FOR INVOLUNTARY TRANSFER:

The school district will seek qualified volunteers from among teachers in the district. If more volunteers are found, than there are positions available, selection will be based on the criteria outlined in this document.

If no satisfactory volunteer is found, staff member selection to be transferred will be determined by the superintendent utilizing the criteria outlined in this document. The superintendent will consult with building administrators and staff members who are affected prior to the transfer. Those teachers affected shall receive notification according to this document.

VI. OVERSIGHT

This policy is not part of the Master Agreement and as per the Memo of Understanding that was signed by the Board of Education and the Education Minnesota - Buffalo, the School Board's decision to accept or reject the policy shall not be subject to the grievance policy. Furthermore, the policy adopted by the Board of Education regarding voluntary or involuntary teacher transfers shall not be subject to the grievance procedure.

Voluntary and involuntary transfers will normally take place between school years, (i.e., summer).

Administrative Offices
Buffalo, Minnesota 55313

DATE OF ADOPTION June 27, 1994

DATE OF REVIEW September 23, 2013

DATE OF APPROVAL October 28, 2013