

ARTICLE 16 – TRANSFERS

Section A General Procedures

1. Beginning March 1 the Employer will begin posting internally known vacancies for the coming school year using the current job advertisement system. The postings will be accessible to internal teacher candidates for 7 calendar days. Teachers wishing to transfer to the position at the location must electronically submit an application through the District's job application system in order to be considered.
2. Teachers must meet certification requirements at the time of application and their teaching credentials must remain valid through the coming school year.
3. In the event that fewer than four teachers apply for a transfer for the position, the school will receive the names of external candidates to allow for between four (4) and eight (8) interviews per position.
4. June 23rd marks the end of the transfer process for the coming school year. Positions posted after June 23rd will be filled by external candidates only. Internal candidates may still apply for said positions, but will not be considered to fill the position until the following February at which time the teacher transfer selection committee will re-interview the external candidate hired for the position and the internal candidates who applied for the position per the process outlined in the agreement. The successful candidate from the February interview will assume the position at the start of the subsequent school year.
5. Any Employee designated as overstaff indicates their preference for a transfer by applying to the posted positions.
6. Any Employee who is returning from leave of absence for which a specific position is not being reserved shall be notified by the Employer of the need to apply for positions of interest.
7. A transferred Employee will be assured an assignment for which they applied, were recommended, and accepted a transfer for one year unless there are changes in the classroom configuration, student enrollment, or teacher allocations at the school center in which case, Article 15 - Assignment shall be implemented.
8. The processing of an accepted transfer removes an Employee from any other school's applicant pool for consideration.
9. Transfers will be granted and vacancies staffed from the applicant pool according to the needs of the educational program, certification, seniority, employee preference, state laws and court orders.
10. An Employee requesting a transfer must accept the transfer when offered unless the Employee has previously notified in writing the appropriate administrator in Personnel Services of a desire to withdraw the request. Declining an interview for a transfer or declining an offer for a transfer will remove the teacher from consideration of transfers at non-Accelerated Improvement Schools.

11. The Association can access the list of job posting through the public JCPS Employment website. A listing of qualified candidates for posted positions will be provided to JCTA in seniority order.
12. Every reasonable effort will be made to determine programs, including federal programs, and identify the locations to which they are assigned as early as practicable so that Employees may take this information into account as they exercise their transfer rights.
13. A voluntary transfer is not available to a teacher on intensive support evaluation.
14. As an incentive to notify the District of an intent to retire at the end of a school year, teachers who on or before January 30th submit their intent to retire beginning June 1st, July 1st, or August 1st of the same year will receive a \$500 payment included in their last paycheck from JCPS as long as they retire on the date indicated on the intent form. No other retirement dates will be afforded this opportunity.

Section B Teacher Transfer Selection

1. By March 1st of each school year, bargaining unit members shall elect by secret ballot three (3) representatives to serve with the Principal on the Teacher Transfer Selection Committee. The election of this Committee shall be conducted by the JCTA Professional Representative and the Principal at a duly-called faculty meeting.
2. The Teacher Transfer Selection Committee shall receive from Personnel Services the names of the eight (8) most senior teachers requesting a transfer and agreeing to interview at that school. If the percentage of students of color in the school is greater than 80% or if the percentage of teachers of color in the school is below the district average, up to three (3) additional teachers of color with the greatest seniority requesting to transfer to the school may be considered. The Committee shall interview up to eight (8) teachers seeking the transfer and based on those interviews shall select, by majority vote, the teacher to be offered the transfer. The Committee shall interview each teacher on the list provided by Personnel Services in seniority order until the Committee offers the transfer to an interviewed teacher. Should the teacher offered the transfer decline, the Committee may resume interviews and may offer the position to one of the remaining interviewed applicants. The Teacher Transfer Selection Committee shall comply with all applicable state and federal statutes in their selection process.
3. If there are fewer than four (4) employees seeking transfer to a particular position, the Employer may open the job posting to external candidates so that they may interview as many candidates, including new hires, for employment as needed to allow for at least four (4) interviews. The Employer may also interview involuntary transfer candidates not on the school's list, but in no case shall the total number of interviews exceed eight (8).
4. A teacher declining an interview or a transfer offer from their application choices will have their name removed from consideration of transfers at non-Accelerated Improvement Schools unless the Employee has previously notified in writing the appropriate administrator in Personnel Services of a desire to withdraw the request.

5. The Employer reserves the right, in compliance with the JCBE/JCTA Agreement, to veto the Teacher Transfer Selection Committee's decision should there be certified staff under contract that would remain surplus if not assigned.
6. Schools utilizing the Teacher Transfer Selection process will have from March 8th of the current school year until February 28th of the following school year to make their selections in accordance with the above procedures.
7. Beginning June 1st, overstaffed teachers will be placed from the overstaff list according to the needs of the educational program, certification, seniority, employee preference, state laws, and court orders. Upon placement of all overstaffed employees, the Employer will notify the Association.
8. Vacancies that occur from June 8th through June 23rd will be posted for internal and external candidates for no less than 4 days. Vacancies filled during this time will be filled only by internal transfer candidates, unless no internal candidates apply, in which case external candidates may be interviewed and hired for the positions.
9. To allow ample time for existing teachers to plan for the coming school year, the teacher transfer process will end on June 23rd. Remaining vacancies will be filled by new hires after posting vacant positions on the job list. Positions posted after June 23rd will be filled by external candidates only. Internal candidates may still apply for said positions, but will not be considered to fill the position until the following February at which time the teacher transfer selection committee will re-interview the external candidate hired for the position and the internal candidates who applied for the position per the process outlined in the agreement. The successful candidate from the February interview will assume the position at the start of the subsequent school year.

Section C Transfers Resulting from Overstaff

1. Employees may be declared overstaff in a school as a result of reduced pupil enrollment, educational program changes, or adjustments in staff allocations. Employees in schools which are closed or where the existing program is closed and a new program implemented may be considered overstaff.
2. Principals/administrator, or designee shall have the responsibility and authority to designate employees who are overstaff according to certification and seniority. Employees serving as athletic directors, head football and head basketball coaches in the senior high schools shall be exempt from this provision.
3. Overstaffed employees will be offered an opportunity to return to vacancies in the school from which they were overstaffed within the first two weeks after school begins.
4. Classroom teachers transferred involuntarily after the beginning of the school term shall be provided one day to set up the classroom when it has not previously been organized.
5. When the number of resource employees is reduced, the affected employees shall be overstaffed according to their certification and seniority by program area.

6. The District shall not use Section E of this Article to create a vacant position (i.e., overstaff a teacher) for a coach.

Section D Transfer of Special Area Teachers

1. When the composition of a grouping of schools changes because of a fluctuation in pupil enrollment, school closings, educational programs, or adjustments in staff allocations, any Employee who was assigned to a school in the previous grouping(s) shall be considered for the new grouping(s) according to the needs of the educational program, certification, seniority, and employee preference.
2. School groupings not staffed by Section D1 shall be considered vacancies.
3. Employees not assigned to schools according to Section D1 may apply for a transfer to a vacant position and thereby be considered on the transfer list using the process outlined in Sections A and B of this Article.
4. The Parties agree that the stability of Special Area Teachers pairings is important. To assist in achieving this goal, the Employer shall form a committee to develop the yearly pairings. Teacher representatives on any such committee shall be nominated by the Association. Except in extraordinary circumstances, the Employer will not override the decision of the Pairings Committee in creating pairings. Schools that have asked to be a part of the pairings process will not be permitted to remove themselves from the process once the Pairings Committee has created the pairings.
5. Special Area Teachers in art, music, computer and physical education will be offered the opportunity for assignment to a full-time art, music, computer or physical education position which has become available in their specific school grouping.

This action will be taken prior to declaring the opening vacant and available for staffing according to Article 16, Sections A, B, C, D or E.

Special Area Teachers who decline the opportunity will be assigned according to Article 16, Section D.

This provision applies only to art, music, computer and physical education Special Area Teacher groupings in the elementary schools.

Section E The Superintendent or designee for good cause and extenuating circumstances will execute transfers as may be necessary for the efficient operations of the school district.

Section F The Employer could Section E a coach into a building.

A coach transferred into a building to accept a coaching responsibility would be subject to being overstaffed to create a new vacancy for a newly assigned coach when the employee is no longer coaching.

Coach for this provision means head football, head basketball and athletic director.