

RCS/RCSTA
ASSIGNMENTS, TRANSFERS, AND VACANCIES

1. Definitions

- 1.1. An "Assignment" is the current placement of a unit member in a department, content area, or grade level for which they hold an appropriate credential and/or permit.
- 1.2. A "Reassignment" is the movement of a unit member from one grade level, department or content area to another grade level, department or content area within the same worksite for which they hold an appropriate credential and/or permit.
- 1.3. A "Transfer" is the movement of a unit member from one campus to another.
 - 1.3.1. Voluntary Transfer is unit member initiated.
 - 1.3.2. Involuntary Transfer is RCS initiated.
- 1.4. A "Vacancy" is any unfilled or unoccupied position within the bargaining unit. This includes any vacated, promotional or newly created position whose work is part of the bargaining unit.

2. Assignments

- 2.1. On or before March 1 of each school year, RCS will distribute to all unit members a notice of intent to return. On or before March 15 of each school year, all bargaining unit members must sign a notice of intent to return in order to be assured an assignment with RCS for the following school year. Failure to do so shall be deemed an automatic declining of continued employment with RCS for the following school year as long as RCS has provided a minimum of two (2) reminders, one of which must be hard copy, of the deadline to the unit member.
- 2.2. Unit members shall be notified of their final assignments for the next school year on or before June 1. Assignments shall not be changed except as specified in Sections 3 and 4 of this Article.

3. Voluntary Transfers and Reassignments

- 3.1. A unit member may request a transfer or reassignment when a vacancy exists. RCS shall follow the procedures in Section 5, Vacancies, of this article when a unit member requests a transfer or reassignment.
- 3.2. The unit member shall request a transfer or reassignment by completing an online application.
 - 3.2.1. The unit member requesting transfer or reassignment shall submit a letter of interest with their application.
 - 3.2.2. In the event that a unit member is requesting transfer or reassignment of more than two (2) grade levels in either direction,
 - 3.2.2.1. The unit member may be subject to submitting a lesson plan or an informal observation by the supervisor of the vacancy. This observation shall only be used for the purposes of filling the vacancy. All applicants for the same position shall be subject to the same process, regardless of if they would qualify under 3.2.2
 - 3.2.2.3. The unit member requesting transfer or reassignment may be subject to a panel interview as defined in Section 6 of this Article. In the event of a mid-year vacancy, an interview with the direct supervisor of the position may be held instead.

- 3.2.4. The unit member requesting a transfer may be required to submit additional supporting documentation such as updated transcripts and credentials/authorizations/permits.
- 3.3. Voluntary transfers or reassignments may be denied. In the event a voluntary transfer or reassignment is denied, the unit member will be notified as stated in 5.3.2. The unit member may make a written request and receive the specific reason for denial, in writing, within fifteen (15) working days based on criteria set in 5.3.3.

4. Involuntary Transfers and Reassignments

- 4.1. Involuntary transfers or reassignments may only be made when it is in the best interest of the RCS educational program as specified in Section 4.2 and/or Section 4.3 of this Article.
- 4.2. RCS may make involuntary transfers or reassignments of a unit member or members related to changes in enrollment or programmatic changes as follows:
 - 4.2.1. RCS shall determine positions needed by school, department and/or content area.
 - 4.2.2. RCS will try to fill the positions needed by first seeking volunteers.
 - 4.2.3. RCS shall only involuntarily transfer or reassign a unit member if the positions cannot be filled by volunteers.
 - 4.2.4. Unit members subject to involuntary transfer and/or reassignment shall not be involuntarily transferred or reassigned again in that same year.
- 4.3. In the event that a unit member be transferred or reassigned for their welfare and/or the welfare of RCS, the following procedures shall be followed:
 - 4.3.1. The unit member and RCSTA shall be notified in writing of the intent to transfer or reassign.
 - 4.3.2. If requested, the intent to transfer or reassign must be discussed with the unit member at a mutually agreed upon time no less than five (5) or more than ten (10) school days after receipt of written notification. A representative of RCSTA shall, upon request, be present at this conference.
 - 4.3.3. The conference shall include a discussion of the specific reasons for the transfer or reassignment which upon request shall also be furnished in writing.
 - 4.3.4. The unit member transferred or reassigned shall have the right to apply for any subsequent vacancy for which they are qualified. Where the conditions which precipitated the involuntary transfer or reassignment still exist, RCS retains the right to deny such voluntary transfer or reassignment as stated in 3.3 of this article.
 - 4.3.5. Unit members subject to involuntary transfer and/or reassignment shall not be involuntarily transferred or reassigned again in that same school year.
- 4.4. Involuntary transfers and reassignments shall not be made for arbitrary or capricious reasons.

5. Vacancies

- 5.1. RCS shall advertise vacant positions internally and shall provide all staff via email a list of vacancies within five (5) workdays following when the vacancy becomes available.
- 5.2. The list shall contain:

- 5.2.1. An internal closing date, which is at least five (5) workdays following the posting date
- 5.2.2. A job description
- 5.2.3. Temporary or regular (non-temporary/non-substitute) nature of the vacancy
- 5.2.4. Credentials and minimum qualifications necessary to meet the requirements of the position.
- 5.3. For mid-year vacancies, during the first five (5) workdays of a posting, all internal candidates will be screened and any unit member who qualifies according to the criteria in 5.2 will be offered an interview before outside applicants are offered interviews. Prior to June 1 of the preceding school year, for vacancies taking effect the following school year, during the first five (5) workdays of a posting, all internal candidates will be screened and any unit member who qualifies according to the criteria in 5.2 will be considered before the position is opened/posted to outside applicants.
 - 5.3.1. RCS will interview all qualified unit members who have applied for vacant positions and consider the criteria as set out in 5.3.3.
 - 5.3.2. Once a determination has been made, RCS will notify the unit members/internal candidates in writing if they have or have not been selected for the position.
 - 5.3.3. The following shall be used as a basis for filling vacancies in priority order:
 - 5.3.3.1. Credential(s) and/or permit(s) held;
 - 5.3.3.2. Experience within the classification and/or program
 - 5.3.3.3. Seniority within RCS.
- 5.4. Unit members that apply after the first five (5) days of internal posting will be considered along with outside candidates.

6. Interview Panels

- 6.1. If a panel is determined to be the method of interview, all applicants for the position shall be interviewed in the same manner and by the same interview panel.
- 6.2. RCS and RCSTA agree that grade level and/or content teaching partners shall be invited to participate in any interview process as appropriate to the position.

SUBJECT TO FINAL RATIFICATION BY THE PARTIES:



 RCS Representative



 RCSTA Representative

Date: 2/27/23
 4887-2347-5022, v. 2

Date: 2.24.23