

EDMONDS EDUCATION ASSOCIATION
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EDMONDS SCHOOL DISTRICT NO. 15
20420 68th Avenue West
Lynnwood, WA 98036-7400

MEMORANDUM

TO: Office Managers, Administrators, and EEA Building Representatives
FROM: Andi Nofziger-Meadows and Roger Jordan
SUBJECT: Implementation of the Vacancy-Transfer Provisions of the Procedural Agreement
DATE: April 1, 2015

The current Vacancy-Transfer policy and procedures are detailed in Article X of the Procedural Agreement. **The certificated transfer cycle for the 2015-16 school year is now open.** Each individual open to transfer position will be posted online and will be viewable through Employee Access only. Key implementation standards and procedures are summarized as follows:

1. Transfer Positions:

50% of all the 1.0 FTE and 50% of all the less-than-full-1.0 FTE permanent (continuing contract) vacancies at each level (elementary, middle, high), except "Exempt Positions" (see #3 below), that are posted prior to July 31 shall be open to voluntary transfer. Non-continuing positions are not subject to the transfer cycle.

2. Advertised Positions:

50% of these (#1 above) positions may be opened to outside application. Current employees may apply for these positions by following the online directions for current district employees.

An administrator can elect to convert a non-continuing (NCC) to continuing (CC) vacancy, if the NCC employee has been a NCC employee for 2 years or more at the administrator's building without the need for posting the position. This conversion shall be counted as an advertised position.

3. Exempt Positions:

The categories of *Elementary Instrumental and Vocal Music, Nurse, Specialist (66 & 72), Psychologist, Audiologist, Educational Caseworker, Speech Language Pathologist, Teacher of Blind, Teacher of Deaf, Occupational Therapist, Physical Therapist*, and any "miscellaneous" position in which 50% or more of the assignment does not fit under any of the employment categories established in the Procedural Agreement are exempt from transfer. Vacancies in these categories will not be included in the "50/50" calculations. Assignments to these positions are made by the respective program managers, in concert with principals and with staff input. Current employees may apply for vacancies in these categories by following the online directions for current district employees.

4. To be eligible for transfer an employee must:
 - hold the employment category(s) of the position sought;
 - hold continuing contract FTE entitlement equal to that of the position;
 - meet the certification and published qualifications requisite to the position. Qualifications will describe skills, abilities, and knowledge required. Neither experience nor educational level will be used as a qualification in the voluntary transfer process;
 - not have received an "unsatisfactory" in any criterion or overall performance on his/her last Final Evaluation Report; and,
 - request to transfer his/her total FTE.
5. Vacancies open to transfer will be identified online as "Certificated (Transfer)" and will be posted for five business days. If no transfer requests are received, these vacancies will be filled by the customary hiring process. It is the responsibility of the employee interested in transferring to keep him/herself apprised of the openings for the following school year as posted online through Employee Access. It is also the employee's responsibility to be available for contact by the principal after the job closes; if personally unavailable another person should be authorized in writing to represent the employee, including making the decision to accept or reject the position.
6. Requests for transfer must be submitted online before the closing date listed on the posting.
7. If more than one employee requests a transfer to a given transfer position and meets the eligibility requirements set forth in Section 10.5.C, the position shall be filled by the employee recommended by the building selection team. (See Implementation Memorandum #17 in the EEA and District Agreement Notebook).
8. Applicants for voluntary transfer will be notified as soon as reasonably possible of the disposition of their requests.
9. A transfer applicant found ineligible for transfer will automatically be considered for the position, should it not be filled by a transfer.
10. An employee may voluntarily transfer only once for a given school year (though an employee may apply as many times as s/he desires).
11. To the greatest extent possible, employees returning from leave will be placed at the building where they were assigned prior to their leaves. Involuntary transferring (surplussing) will then take place (first seeking volunteers, then applying in-district experience) as necessary. Surplussed employees, first those who volunteered, then the involuntarily transferred, will be placed in order of in-district experience. An employee surplussed in the Spring will be given first right (for the period of time that vacancies remain open to transfer) via the regular Vacancy-Transfer application process to return to the building from which they were surplussed. The Vacancy-Transfer cycle ends July 31st.
12. The 50% advertised position determination:

- a. One of every two vacancies in a school building may be opened to regular application.

13. Administrative procedures:

- a. All vacancies will be considered transfer positions by Human Resources unless stipulated as "advertised" by the principal on the job-opening HRTF. Such stipulation assures that the advertising is per the agreed-upon cycle or "trade agreements" (see c and d below).
- b. Elementary, middle school and high school principals will follow the attached 50/50 advertising cycles, picking up where they left off last year. K-8 schools are considered elementary schools for this purpose.
- c. Principals may "trade" advertised positions, and such agreements must be clearly noted on the job-opening HRTF to maintain accurate documentation of the staffing process.
- d. Human Resources will carefully maintain records of "50/50" implementation data and will supply status reports to principals as needed.

Human Resources will contact the principal if a particular job opening seems inconsistent with the above. For more information about the vacancy-transfer cycle, please refer to Article X in the Collective Bargaining Agreement. If you have questions, please call either or both of us. Andi, 425-774-8851; Roger, 425-431-7029.