

RE: VOLUNTARY TRANSFER POLICY

TO: All Probationary/Tenured Teachers

Section 24 Vacancies and Transfers under the contractual agreement between the Rochester City School District and the Rochester Teachers Association allows probationary and tenured staff the opportunity to apply for transfer to a new assignment each school year.

Applications for the 2010-2011 school year must be received no later than 4:00 p.m. in the Human Capital Initiatives Department on **Friday, January 29, 2010.**

A copy of the application and all necessary forms are available in the school office for duplication. A sample packet of material has been sent to each school office. Only copies of the new Request for Transfer Form will be accepted, all others will be returned to the sender.

A copy of the Section 24 Vacancies and Transfers should be posted in the school office for your information.

Note: Please make sure to make copies (one per location) of your application and resume (see attached Sample Resume). Human Capital Initiatives **will not** provide receipts or copies for your records.

If you have any questions, please contact Lynn Adams at 262-8527 or Sara Bauza at 262-8585.

PLEASE POST

HUMAN CAPITAL INITIATIVES DIRECTORS

Enclosure

Section 24.5b. Teachers may apply for transfer to the remaining schools/positions as follows:

(1) **Secondary** teachers may apply to a maximum of **three (3)** schools.

(2) **Elementary** teachers may apply to a maximum of **seven (7)** schools.

(3) The District shall forward the "Mid-Year Less Than Satisfactory Performance" list to the RTA by January 15th or as soon thereafter as the information is available to the Office of Human Capital Initiatives. **Teachers identified on the District's "Mid-Year Less Than Satisfactory Performance" list will not be eligible to exercise a voluntary transfer for the succeeding school year unless there is a successful appeal to the CIT Joint Governing Panel.**

If more than the indicated number of applications are received, ALL APPLICATIONS WILL BE RETURNED.

APPLICATION FOR TRANSFER - ELEMENTARY AND SECONDARY SCHOOLS
School Year 2010-2011

The teacher must file this application with the Human Capital Initiatives Department. Please forward all applications to the Human Capital Initiatives Department, Central Office.

Applicants must complete a separate transfer application and a resume for each school desired.

APPLICATIONS WILL ONLY BE PROCESSED IN THE TENURE AREA OF THE APPLICANT. PLEASE NOTE THAT THE TRANSFER PROCESS CANNOT BE USED TO CHANGE TENURE AREA.

1. All requests for transfer are processed according to the current contract between the City School District and the Rochester Teachers Association. (Section 24)
2. A résumé and application must be submitted for **each** school to which you intend to apply. Please be specific with **Franklin, Edison, and College Board** schools or the **APPLICATION WILL BE RETURNED**.
3. **If more than the indicated number of applications are received, ALL APPLICATIONS WILL BE RETURNED. (Section 24.5b)**
4. **All applications must be received by 4:00 p.m., Friday, January 29, 2010.** Any application not received by the above date and time **will not be processed.**

Note: Please make sure to make copies (one per location) of your application and resume (see attached Sample Resume). Human Capital Initiatives **will not** provide receipts or copies for your records.

Present School: _____ **Tenure Area:** _____

Lead Teacher

National Board Certified

Employee ID: _____ **Name:** _____

Transfer Request To: _____
(Please **specify** which **Franklin, Edison, or College Board** school.)

BILINGUAL TEACHERS CAN BE CONSIDERED FOR TEACHING POSITIONS OUTSIDE OF THE BILINGUAL PROGRAM BUT IN THEIR CERTIFICATION AREA. EXAMPLE: SOCIAL STUDIES/BILINGUAL IS THE SAME AS SOCIAL STUDIES TENURE AREA.

Section 24.5b. Teachers may apply for transfer to the remaining schools/positions as follows:

- (1) **Secondary** teachers may apply to a **maximum of three (3) schools.**
- (2) **Elementary** teachers may apply to a **maximum of seven (7) schools.**
- (3) The District shall forward the “Mid-Year Less Than Satisfactory Performance” list to the RTA by January 15th or as soon thereafter as the information is available to the Office of Human Capital Initiatives. **Teachers identified on the District’s “Mid-Year Less Than Satisfactory Performance” list will not be eligible to exercise a voluntary transfer for the succeeding school year unless there is a successful appeal to the CIT Joint Governing Panel.**

SAMPLE RÉSUMÉ

Name _____

Permanent Address	Summer Address
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_____ Street

_____ Street

_____ City/State/Zip Code

_____ City/State/Zip Code

_____ Telephone Number

_____ Telephone Number

EDUCATION:

TEACHING EXPERIENCE:

RELATED EXPERIENCE:

EDUCATIONAL DEVELOPMENT: (Conferences, Workshops, Inservices, etc.)

HONORS, AWARDS AND PUBLICATIONS:

SECTION 24**VACANCIES AND TRANSFERS**

1. For the purpose of this section, seniority shall be defined as the length of continuous employment in the area of certification in the District within the bargaining unit and shall be computed from the last date of hire in the bargaining unit. In the event that a unit member accepts employment outside the bargaining unit, but remains in the employment of the District, he/she shall not accrue seniority for such service. However, should he/she return to the unit in his/her area of certification, he/she will recover all seniority within that area which he/she possessed prior to leaving the bargaining unit.

2. By the close of each school year, the Association shall receive a current appointment location seniority list including all of those unit members on approved leaves of absence as of May 1, of that year. Such seniority list shall be used for the purpose of implementing Section 24 for the succeeding school year.

3. a. Transfers to openings created by the filling of vacancies or to positions created by shifting pupil population, or due to staff attrition (resignation, promotion, retirement, or discharge) during a school year shall be filled for the succeeding school year as specified in Section 24.5. with the following exception:

If a regular contract substitute teacher is converted to probationary status prior to the deadline for the voluntary transfer process (Section 24.5), the School-Based Planning team may:

- 1) Endorse the retention of the teacher in that position, or
- 2) Declare the position "open for transfers."

The teacher retains the option of applying for other positions through the voluntary transfer policy. The exception specified here requires that the conversion to probationary status and the determination by the School-Based Planning team be completed prior to the deadline for the voluntary process.

b. In the event that a transfer out of a school or school location is necessitated by a reduction in staff or shifting pupil population, such transfers shall be voluntary to the extent possible; if such transfers are involuntary in the secondary schools, the unit member with the least seniority within that certification area shall be transferred from that school or school location; in the elementary schools, the unit member with the least seniority shall be transferred from that school or school location. Bargaining unit members with more seniority may volunteer to be involuntarily transferred from a work location when a reduction in staff is needed. The most senior teacher who volunteers to be involuntarily transferred shall be moved. Before September 1 of the subsequent school year, if his/her former position returns, the teacher who volunteered to be involuntarily transferred will have the choice to return.

4. A vacancy for the purposes of this section is the initial opening for the succeeding school year at a school or school location for which a new hire is required.

5. **Procedures:** Members of the unit may file a voluntary transfer request by the last day of the first semester of each school year. Such requests must be received in the Department of Human Capital Initiatives by the above date. A separate application must be used for each school. The Association shall receive copies of all such requests. The parties agree to meet and review these provisions in

October. Included in the annual review in school year 2008-2009 is that the parties shall evaluate whether changes made to assist the District in hiring earlier have been successful. All changes shall have the agreement of both parties prior to implementation. Any changes to this section shall be published in the District Administrative Bulletin and sent to all teachers.

a. **Exempting Positions and Schools from Voluntary Transfer:**

By January 1st of each school year the Superintendent and RTA President may identify a number of specific positions and/or schools that will be exempted from the voluntary transfer process. The purposes for such exemption shall be to enhance the District's ability to recruit new staff, provide stability, and/or support organizational change as well as respect for a school's culture. Such positions and/or schools shall be mutually agreed to by the Superintendent and the RTA President.

b. **Transfer Applications**

Teachers may apply for transfer to the remaining schools/positions as follows:

- (1) Secondary teachers may apply to a maximum of three (3) schools.
- (2) Elementary teachers may apply to a maximum of seven (7) schools.

(3) The District shall forward the "Mid-Year Less Than Satisfactory Performance" list to the RTA by January 15th or as soon thereafter as the information is available to the Office of Human Capital Initiatives. **Teachers identified on the District's "Mid-Year Less Than Satisfactory Performance" list will not be eligible to exercise a voluntary transfer for the succeeding school year unless there is a successful appeal to the CIT Joint Governing Panel.**

c. **Screening of Applicants**

(1) Prior to the end of the first semester of the 1997-98 school year, the District shall create criteria and training programs for staff before the screening process commences. These criteria are subject to review by counsel for both parties and shall meet acceptable standards of personnel practices. Such criteria and programs shall be jointly approved before any screening of applicants takes place.

(2) School-Based Planning (SBP) teams will screen completed questionnaires and resumes and determine whom they shall interview. SBP teams will establish a ranked list of transfers for their school after the interviews. SBP teams are not required to place every teacher who interviews on the ranked list. Teachers who are interviewed and not placed on the ranked list may receive the reason, upon request, to the SBP team. The remaining teachers will constitute the ranked list of voluntary transfer candidates for that school. If SBP teams so choose, they retain the right during the interview period to call in additional applicants from those who had applied to that school by the end of the first semester.

d. **Excess Vacancies**

While the ranked list is in place, schools are required to use the list when filling vacancies, except when the number of vacancies exceeds the number of teachers on the ranked list. In that case, schools can fill the excess number of vacancies with new hires upon prior approval of appropriate administrator(s).

e. **Placement Meetings**

The District agrees to conduct placement meetings before the end of the teacher work year at which transfers will occur. The parties shall agree on the number of meetings, the dates and times. The yearly process at these meetings shall be:

(1) Round 1: Voluntary transfers occur first.

(2) Round 2: Unfilled vacancies and openings created by transfers completed in Round 1 are available to involuntary displaced unit members. These unit members select by seniority.

(3) Round 3: Remaining openings will be filled using ranked lists generated by SBP teams.

(4) Round 4: Any remaining transfer candidates not placed in Rounds 1 through 3, may select by seniority from any remaining positions.

f. All ranked lists expire the day before the posting period.

g. (1) Involuntarily displaced unit members remaining after Round 4 (24.5.b.[4]) shall select from available openings based on seniority consistent with procedures contained herein. The Human Capital Initiatives Department shall offer all available vacancies to remaining displaced teachers prior to posting or the hiring of new bargaining unit members.

(2) A posting period for all schools and positions, including those earlier exempted, shall begin on the last day of school and continue for thirty (30) calendar days. During this period vacancies shall be available to unit members who apply for such a position and possess the necessary certification and shall be assigned on the basis of seniority unless the teacher is not permitted to participate in the voluntary transfer process (Section 24.5b[3]).

h. If an involuntary transfer fails to choose a position in a school that has a vacancy prior to the first Friday in August, that unit member will be assigned by seniority. Failure to choose at that time shall result in a position being assigned by the District.

6. **Group Transfers**

A group of teachers, for the purpose of this section, is defined as two or more teachers who may or may not be in the same tenure area and who wish to transfer together to a new school and who propose to use a research based program with verifiable student achievement results at the new school.

Such groups shall submit written proposals to the Joint Living Contract Committee by the end of the first semester along with voluntary transfer application requests. The Joint LCC will determine whether to approve the group transfer proposal.

Following the staffing exercise with the RTA in attendance, the District will identify schools that have available positions to accommodate such groups. Between the end of staffing and prior to Placement Days, the groups will present their approved proposal to the School-based Planning Teams at the identified school(s). The SBPT shall notify the Human Capital Initiatives Department if a match between the group and the school is found. The District shall not post the positions to which the group will transfer at Placement Days. The positions to be vacated by the group transferees shall be posted at Placement Day.

7. For schools that are classified as low performing, such as SURR or SINI, according to either State or Federal laws/regulations or the Superintendent's Annual Report, the District/school may propose to the Joint Living Contract Committee the availability of openings set aside for either Lead Teacher Mentors or National Board for Professional Teaching Standards (NBPTS) teachers. These openings will be set-aside during the annual staffing process conducted by the Human Capital Initiatives Department with the RTA in attendance. It is understood that these openings will become available to any teacher after Round 1 of the Transfer Section 24.5.b.1. Teachers accepting such placement will qualify for Section 52.13 or Section 61.1 benefits and the Teachers of Tomorrow Grant.
8. Voluntary transfers shall be contingent upon recommendation and approval of a mutually agreed upon building-based screening committee. The make-up of this committee and its review procedures shall be agreed upon by the Joint Committee on transfers.
9. In the event the vacancy exists for which no member of the bargaining unit who is certified applies, then the least senior person in the bargaining unit who is certified to fill such vacancy shall be assigned to that position, provided the District does not employ a new hire to fill such a vacancy.
10. The Association shall receive notices of transfer as they are made. The Association upon request shall receive a written explanation of the reasons for such transfer and/or the reasons for which an individual unit member was not so transferred. Such explanation shall indicate the contractual provision or provisions applicable to such transfer or request for transfer.
11. Exceptions to the Vacancies and Transfers policy and procedures set forth in this section may be initiated by the District upon the showing of established special criteria or requirements in the area of academic or extracurricular need or Title 1 comparability standards.
12. For the purpose of providing locker room supervision at the secondary level, gender balance must be considered in transfer decisions for physical education positions, e.g., the staff should be 50% male and 50% female plus or minus one position.
13. For purposes of transfer, unit members who have been recalled from layoff shall be treated as new hires.
14. The District will ensure that each school's profile is updated and available on the District's website annually prior to Winter Recess.
15. The District shall provide to the Association on or before January 15 of each year a listing, to the extent possible, of tentative openings for the succeeding school year. This list shall also include vacancies due to expansion in the number of teachers due to federal, state, or local initiatives, additions to current buildings, and opening of new schools.
16. Involuntary transfers shall be grievable except when made pursuant to Section 50.
17. The teacher constituency of School-Based Planning Teams may, at their discretion, participate in interviewing new hire candidates.