

Know Your Contract

TRANSFERS

Each year, a number of our members transfer from one building to another. Sometimes the transfer is voluntary. If you think you would like a change in buildings, there is something you can do. First, check in your main office the district postings of upcoming vacancies. There are postings throughout the school year. If you see no posting to your liking or that you are qualified for, there is a second thing to do. According to Article XIII, B. 2:

“A teacher who is interested in transferring from one building to another for the following school year shall notify the Personnel Office in writing by April 1.”

Send your letter to the Barbara Dorn at the Middle School, Office of Human Resources and Professional Development. You may also wish to express your desires to the LTA President who may be able to help.

Some transfers are involuntary. Unfortunately, we do not have contract language to prevent or limit involuntary transfers. However, the district must follow a protocol if you transferred involuntarily. Article XIII, B. 3 reads:

b. “Written notice of transfer will be provided to individual teachers...teachers will have an opportunity to discuss such transfers with their building principal or supervisor.”

If the district does not provide **written** notice to you, contact your building rep. If you feel uncomfortable about a transfer, speak to the principal or supervisor with a union rep present.

If the administrator will not change their mind about the transfer, here is the next step you can take:

c. “The teacher will have the right to appeal such transfer decision to the Superintendent of Schools.”

Your appeal may not have the desired effect. If the Superintendent will not override the administrator’s decision, you can try to return to your previous school assignment in the following school year:

d. “Teachers who have been involuntarily transferred will be given consideration for return to their previously assigned building, provided they notify the Personnel Office in writing not later than April 1 of the current school year.