

428 ASSIGNMENT AND TRANSFER OF PERSONNEL

School District 110 recognizes that the placement and transfer of staff at grade levels, in departments, in class group assignments, or to specific work assignments to which they have license is the responsibility of the school administration.

I. TRANSFER PROCEDURES FOR TEACHERS

- A. Transfer shall be defined as a change in subject matter or teaching area through either voluntary or involuntary means. A voluntary transfer is a transfer requested by the teacher. An involuntary transfer is a transfer not requested by the teacher.
- B. Vacancies shall be posted for a reasonable time after the vacancy occurs.
- C. Teachers who desire a change in grade and/or subject matter area assignment or desire to transfer to another building shall annually file a letter stating such desire with the Director of Human Resources. Such letter(s) shall include the grade(s) and/or subject matter area(s) to which the teacher desires assignment and the school or schools to which the teacher desires to be transferred, in order of preference. Such written requests for transfer or reassignment for the ensuing school year shall be submitted to the Human Resources Department by February 15. These shall remain on file until the beginning of the next school year.
- D. A position may be filled by means of involuntary transfer or reassignment if it is determined by district administration that there is not an acceptable and qualified volunteer available to fill said position.
- E. Notice of involuntary transfer or reassignment shall be given in writing to teachers by May 15th. Extenuating circumstances such as late resignation, new staff acquisition or budget considerations may necessitate this timeline not being adhered to.
- F. A teacher shall be given the reason for an involuntary transfer. Decisions on involuntary transfers shall be delivered to teachers in writing by the building administrator, if so requested.
- G. In arriving at a transfer decision the administration shall consider job performance, licensure/qualifications, and seniority and other factors set out above. Decisions on voluntary transfers shall be delivered to the affected teacher in writing notifying the teacher of the disposition of the voluntary request.

II. TEACHER PLACEMENT PROCEDURE – REASSIGNMENT WITHIN BUILDING

- A. When a change in a teaching assignment is being considered, teachers involved or potentially involved will be requested to submit their assignment preference, in writing to the building administrator as part of the normal information gathering phase.
- B. The building administrator will inform teachers of teaching assignment decisions as per the requirements of the working agreements between the district and the teachers’

association.

- C. If a teaching assignment decision is made contrary to or outside of the expressed teacher's preferences, the building administrator will state in writing the considerations used for making the teaching assignment decision if so requested.
- D. A written notification by a building administrator of a change in grade level or subject taught shall be submitted to the affected teacher by May 15th for the upcoming year. Extenuating circumstances such as a late resignation, new staff acquisition or budget consideration may necessitate this timeline not be adhered to.

III. NOTIFICATION OF ASSIGNMENT (All Employees)

- A. **Teachers:**
Teachers not experiencing a change in grade level or subject shall receive their notice of assignment within the timelines established by their work agreement.
- B. **Educational Support Professionals:**
A written notification from the school district to each person stating their employment status, work location and tentative assignment for the upcoming year will be made by May 30th. Extenuating circumstances such as a late resignation, new staff acquisition or budget consideration may necessitate this timeline not be followed.
- C. **Reduction in Assignment:**
Any staff assignment that causes a position to be reduced in hours for an upcoming year will be done as per each staff member's respective employee work agreement with District 110.
- D. **Verification of Work Assignment for Teachers:**

In school years where the work agreement between the Waconia Education Association and District 110 has not been completed by September 1, notice of assignments will be distributed to the teachers 30 days after the ratification of the work agreement.

Policy Adopted: June 10, 1996

Amended: December 8, 1997 / January 4, 1999 / May 13, 2002 / May 12, 2008 / April 2011/
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Independent School District 110
Waconia, Minnesota