

**Article XIV
VACANCIES AND TRANSFERS**

- 14.1 Notice of all bargaining unit vacancies for positions expected to continue for at least (8) eight consecutive weeks must be publicly posted online for a minimum of five (5) administrative workdays to allow for receiving applications (four [4] workdays when the District Office is working an extended workday, Monday-Thursday schedule during the summer). The filling of posted vacancies shall not take place until the application deadline has passed. However, nothing in this article shall be construed to prohibit the filling of a vacancy in the bargaining unit on a temporary basis while this procedure is being followed. Appointments made for the first semester need not be advertised as vacancies.
- 14.2 Teacher Transfer Process
- ~~A. Sites will complete the reappointment process and notify teachers that will not be reappointed for the following school year no later than two (2) weeks prior to the last contracted workday. The process will continue until two (2) weeks past the contracted day.~~
 - ~~B. Sites will post all vacancies, using LCS ATS applicant system, for at least five (5) business days during the Teacher Transfer process.~~
 - ~~C. Site administrators must grant an offer of an interview, at a time and place of the administrator's determination, to current LCS teachers and teachers who were non-reappointed in the 21/22 school year meeting the following criteria:~~
 - ~~1. The teacher must have officially applied for the specific vacancy using the LCS ATS applicant system.~~
 - ~~2. The teacher must meet the minimum requirements of the position as posted in the advertisement.~~
 - ~~3. The teacher must have been continuously employed with the district for three (3) consecutive years (the teacher must have worked a minimum of 742.5 hours to qualify in each year).~~
 - ~~4. The teacher must have been rated as Effective or Highly Effective for the previous school year.~~
 - ~~5. The teacher must have no history of disciplinary action for the previous school year.~~
 - A. A Teacher Transfer process will be held annually in the Spring to fill projected vacancies for the beginning of the subsequent school year.
 - B. The process will commence with notice being sent to current teachers via email from the Office of Human Resources. The notice will include the dates of the teacher transfer window and an explanation of the process.
 - 1. Teachers can expect the process to consist of a one-week registration process (14.02 (E)), a job posting on the Districts' website, an interview process (14.02 (C)), and a confirmation of job offer and acceptance (14.02 (H)).
 - C. Sites will post all known, actual and projected vacancies, for positions set to commence at the beginning of the subsequent school year, using LCS ATS applicant system, for at least five (5) business days during the Teacher Transfer process. The actual and projected vacancies are derived from site staffing plans. Teachers may be asked to complete a voluntary intent form to help determine upcoming vacancies. Teachers are not required to complete this form.
 - D. Site administrators shall grant an offer of an interview, at a time and place of the administrator's determination to current LCS teachers meeting the following criteria:
 - 1. The teacher must have officially applied for the specific vacancy using the LCS ATS applicant system.
 - 2. The teacher must meet the minimum requirements of the position as posted in the advertisement.
 - 3. The teacher must have been employed within the district for the three (3) consecutive school years, which are defined as the current year and the two years immediately preceding the current year, consisting of a minimum of 742.5 hours (99 days) in each respective year or have been continuously employed for a total of 3540 hours (472 days) over three consecutive years to qualify.
 - 4. The teacher must have been rated as Effective or Highly Effective for the previous school year.
 - 5. The teachers must have no history of disciplinary action for the previous school year.
 - i. The disciplinary action must be a written reprimand or greater as described in Article 10.

- E. Teachers wishing to take part in the teacher transfer process will register with Human Resources, at which point the teacher's compliance with criteria from 14.02 (D) will be confirmed and those meeting the requirements shall be identified and placed on a list, which will be distributed to Principals to ensure that those meeting the criteria are afforded an interview. Teachers will be notified of their confirmation on the list.
- F. Should an interview be scheduled during contract hours by an administrator, as indicated by 14.02 (D), the current administrator shall work collaboratively to allow for teacher take part in the interview.
- G. It is agreed that it is within the employees right to interview for and accept a position at another school site for the subsequent contracted school year. A supervising Principal (current contract year), shall not block or prevent a teacher from transferring the following school year to a position offered at another school site.
- H. Upon completion of the interview process, a written job offer will be provided to the selected candidate and the candidate will be formally processed by the Division of Human Resources. The offer of employment will be signed by a representative of the district, as well as the teacher, and maintained as part of the employee personnel file.
- I. Following the completion of the Teacher Transfer process, non-reappointed teachers meeting the criteria established in 14.02 (D) [1-5], shall be afforded the offer of an interview for posted instructional vacancies in the 30-day period immediately following their non-reappointment.
 - 1. Non-reappointed teachers seeking to take advantage of the process outlined in 14.02 (D) shall register with the Office of Human Resources upon non-reappointment within 5 working days. Human Resources will compile a list of individuals meeting the criteria and provide to administrators as a point of reference. Human Resources will also confirm with the non--reappointed employee of their status on the list.
- J. Teachers wishing to transfer will not experience retaliatory conduct in any form from their current Administration. Retaliatory conduct can include, but may not be limited to any of the following actions taken without legitimate cause or reason: extra duty, reduction of planning, additional class coverage, additional employee evaluations, deductions to their Domain 4 in the teacher evaluation process. Teachers experiencing retaliatory conduct shall have the right to file a formal grievance expressing their concern. Upon filing the grievance, the impacted party will outline the specific remedies sought based on the behavior in question.