

May 2020

MEMO TO: All Members

RE: 2020 Spring Transfer Process with changes according to new CA language

Employee who wish to leave their current site and commit to transferring to a new school must **submit a “request to vacate position” card by March 15.** (*Article E.21.11*)

- Submitting a “request to vacate position” card means vacating from all of your current worksites. There is no partial transfer process.
- After submitting a “request to vacate position” card, you will be a **Category C** applicant in STP for your full FTE
- Once you have submitted your “request to vacate position” card, you shall not be permitted in the same school year to apply back to your previous worksite. (*Article E.21.12*)

If you did not submit a “request to vacate position” card, you may still apply to postings as a Category C applicant.

In effect now until June 30th, 2022 we have a Letter of Understanding for part-time teachers wishing to increase their FTE. **A part-time teacher wishing to increase their FTE at their current school must:**

- Notify their administrator for their desired FTE for 2020 September using the [Request for Increase/Change in Teaching Time](#) form
- A copy of the form (with both teacher and administrator signatures) must be sent to HR
- **There is no deadline date for a teacher to apply for this increase and you need not have been full time in the past.**
- These requests will be considered if the time is available at the school site and if the increase in time will not cause a surplus.

Note: If there are layoffs, no increases in time can be granted except through the posting and fill process. (*Article C.20.3.c*) (A teacher can always attempt to increase their time through the post and fill process.)

Staffing will be allocated to schools in early May. VESTA members will forward recommendations to the Principal through Staff Committee.

On or before June 1, principals will inform all employees affected by a transfer due to surplus staffing.

- Any employee surplus at one site will be declared surplus at all other sites they work at and will apply in STP **as a Category C** applicant.
- Any employee who cannot get their request to go full-time met at their school in the organization may apply in STP as a Category C applicant for the full FTE desired.

There will be **two rounds of postings open from June 2-8 and June 16-22.** Employees will apply for positions based upon the following priority bands in Article E.21.4:

Category (A)	Principals/Vice-Principals returning to teaching, those returning from VTF, BCTF and C.T.F. leave, subject to the provisions of Article G.21.30.f.
Category (C)	Employees with continuing contracts with or without an assignment
Category (D)	Employees on the recall list.
Category (E)	Employees on temporary contract who are recommended for retention in the District by their Principal/Vice-Principal/Supervisor.
Category (F)	Employees hired by the Board.

Interviews will be conducted for positions starting on June 8th for the first round and June 22nd for the second round.

- **Interviews will be conducted by administrators (E.21.13)**
- There is no common offering date.
- Offers must be accepted or rejected within 24 hours. *(Article E.21.14)*

Employees are only eligible to accept a position in the post and fill process once per school year. *(Article E.21.14)*

Beginning June 15, Human Resources will place continuing (Category C) employees who remain without a position into an assignment. Placements can continue throughout the summer. Category C employees placed into positions can apply for positions in the second round of STP and the SPP.

The Summer Posting Period (SPP) will be open from **August 18-24**.

Employees who wish to transfer as a job share team for a 1.0 FTE position shall be permitted to apply and transfer as a team on a 50/50 or 40/60 basis with each employee working full days. The Board will review a job share by March 15th to determine continuation for the following school year. *(Article E.21.8)*