

## **450 ASSIGNMENT AND TRANSFER OF PERSONNEL**

### **I. PURPOSE**

The purpose of this policy is to define the process for assigning employees to internal vacancies, job transfers or work assignment.

### **II. GENERAL STATEMENT OF POLICY**

- A. The District recognizes the placement of employees at grade levels, in departments, or to specific work assignments is the responsibility of the school administration.
- B. The assignment of positions must follow the requirements of respective work agreements within the position and the appropriate licensure requirements must be met.

### **III. PLACEMENT PROCEDURES**

- A. When a vacancy occurs, an internal posting will be completed as per District Policy 411.
- B. All full-time internal candidates must apply online for available vacant positions.
- C. Part-time employees may not apply for internal transfer. They must apply online and may be considered for interview.

### **IV. JOB TRANSFER OPTIONS**

- A. The District encourages staff transfers to strengthen work team settings and bring new perspectives and opportunities to individual staff members.
- B. Each spring, as working assignments for the upcoming year are being developed, staff members will be given the opportunity to declare an intent to transfer, identifying possible buildings and positions of interest (Appendix A). The staff person must be licensed and qualified to complete a position's duties. The superintendent or designee will determine the exact dates for transfer intents to be completed and received in his/her office. Declaring intent to transfer does not guarantee an opportunity will exist for transfer.
- C. A building principal may request each individual in a grade level, department or work group team to complete an intent to transfer form when a foreseen staff change will be necessitated in an upcoming year due to a change in enrollment or course offerings. The information would be used to assist in the job assignment process of a school.

## **V. ASSIGNMENT OF STAFFING POSITIONS**

- A. The following considerations will be used to assign certified positions:
- Licensure
  - Recent experience
  - Seniority in the district
  - Needs of unit team, department or grade level, or school will be used to develop criteria for the position (Those criteria may include: expertise and training, leadership, instructional style balance, generation balance, gender balance, years in a unit, comfort level in that grade, ability to work in a team.) A teacher with only one year of experience in a position may not be required to transfer from the position.
- B. The following considerations will be used in assigning non-certified positions:
- License
  - Job description criteria
  - Seniority

## **VI. ASSIGNMENT OF DUTIES**

The building administrator in consultation with the building leadership team has the right to assign the duties of a certified staff member within the requirements of a job description and work agreement. These duties include:

- Supervisory duties
- Course or class assignment

## **VII. ASSIGNMENT OF TEACHER ON SPECIAL ASSIGNMENT**

- A. The District may assign a teacher to a position of 'teacher on special assignment' when a position has been identified by administration, reviewed through Meet and Confer process, and posted internally. An interview process will be completed and if no qualified candidate can be selected, an external posting will occur.
- B. The teacher on special assignment position's job responsibilities and the need for the position will be identified by the administration prior to being reviewed by Meet and Confer.
- C. Teacher who are employed by the district at the time of assignment and accept a special assignment position will:
- Be compensated as per the work agreement between the District and the Education Minnesota Alexandria and continue to advance on the salary schedule as allowed by the agreement;
  - Not lose their seniority rights, and continue to accrue seniority while on special assignment; and
  - Make a yearly commitment to the assignment and must identify their assignment intent for the upcoming year by March 1<sup>st</sup>.

- D. Teachers who are not employed by the district at the time of assignment and who accept a special assignment position will:
- Be given the opportunity to become a member of the Education Minnesota Alexandria ;
  - Be compensated as per work agreement between the District and the Education Minnesota Alexandria ;
  - Be placed on the salary schedule and continue to advance on the salary schedule as allowed by the agreement; and
  - Retain seniority rights only to the special assignment position.

### **VIII. NOTIFICATION OF ASSIGNMENT**

A written notification from the superintendent or designee's office of a change in grade level, department or work assignment will be given to all employees. All employees who applied for a position will also be notified as to the status of the position. A change in a job assignment does not require school board action.

Policy Adopted: 4/16/01  
Revised: 6/18/01, 9/18/17  
Alexandria Public School District - No. 206  
Alexandria, Minnesota

**ALEXANDRIA PUBLIC SCHOOL DISTRICT  
INTENT OF JOB TRANSFER**

NAME: \_\_\_\_\_ INTENT SCHOOL YEAR: \_\_\_\_\_

\_\_\_\_\_ Voluntary      \_\_\_\_\_ Requested by Building Principal

AREA(S) OF LICENSE: \_\_\_\_\_

LIST TWO SCHOOL SITES OF TRANSFER INTEREST:

1<sup>st</sup> Choice: \_\_\_\_\_

2<sup>nd</sup> Choice: \_\_\_\_\_

LIST GRADE LEVEL, DEPARTMENT OR AREAS OF TRANSFER INTEREST:

1<sup>st</sup> Choice: \_\_\_\_\_

2<sup>nd</sup> Choice: \_\_\_\_\_

3<sup>rd</sup> Choice: \_\_\_\_\_

PLEASE SHARE ADDITIONAL INFORMATION ABOUT THE INTENT OF THE TRANSFER (AS APPROPRIATE)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Forward to Building Supervisor or Human Resources Director