

## ARTICLE 9

### VACANCIES/REASSIGNMENT

#### A. Definitions

1. Reassignment means any action initiated by the Superintendent which results in the movement of a unit member from the position he or she holds immediately preceding such action.
2. Vacancy means any vacated or newly created position.

#### B. Reassignments

1. The Superintendent may reassign unit members to different positions or reconfigure assignments for reasons such as:
  - (1) classroom dissolution
  - (2) reduction in staff
  - (3) program need
2. When unit members are being considered for reassignment, the Superintendent shall, consider the following: unit members holding the required credentials for the position, seniority, travel inconvenience, other relevant qualifications, experience of the unit member, and/or program needs.
3. The Superintendent or designee shall provide the unit member written notice of the reassignment including written factors for that reassignment, at least ten (10) work days in advance of the effective date. By written mutual agreement of the Superintendent, or his/her designee, and the affected unit member, the parties may modify or waive the ten (10) day notification requirement. The Association President will be notified of the reassignment in conjunction with the unit member notification.

4. Unit members who are reassigned to a different classroom shall be granted two (2) days of paid time (release time or extra duty) for preparation prior to the effective date of the reassignment. Unit members reassigned to a new program, grade band or subject shall be granted up to four (4) days of paid time (release time or extra duty) (ex: elementary to middle or high school, ASD to NC, or Math to English). Additional time may be granted based on mitigating circumstances. The amount of time necessary shall be agreed upon between the unit member and County Office administrator based on the complexity/extent of the move. If requested by the unit member, the Superintendent shall provide assistance in moving a unit member's materials. The Superintendent is not liable for damage to personal items.
5. Prior to reassignment, upon request, the affected unit member shall be given an opportunity to meet with the Superintendent.

C. Internal Vacancy Procedure

1. All vacancies are filled by using the procedure outlined below:
  - a. When any vacancy occurs, the job opening shall be posted to EdJoin ([www.edjoin.org](http://www.edjoin.org)), for not less than five (5) work days and a link to the job posting, including a description of the process used to apply, shall be emailed to each unit member.
  - b. The listing of positions shall contain the following:
    - (1) The job summary;
    - (2) Credentials;
    - (3) Work location and program;
    - (4) Work hours; and
    - (5) Supervisor.

- c. All unit members interested in applying for the position may notify the County Office of their desire to interview for the job by completing the personal information portion of the EdJoin application by the position deadline date. Any unit member on leave or vacation may authorize his/her Association representative to respond on the unit member's behalf.
2. When only one (1) unit member applies for a vacancy, the unit member shall receive the transfer with the appropriate credentials, and other relevant qualifications and experience.
3. The following selection criteria shall be considered when two (2) or more unit members apply for the same vacancy:
  - a. The request of the unit member;
  - b. The credential(s) of a unit member in relation to the needs of the program;
  - c. The seniority of the unit member. (Other criteria being equal, if two (2) or more unit members with the appropriate qualifications and credential(s) apply for a vacancy, the unit member with the greatest seniority shall receive such transfer);
  - d. Other relevant qualifications, experience of the unit member and/or program needs; and
  - e. The recommendations of the unit member's supervisor.
4. Unit member (s) not selected for a vacancy shall be provided with specific reasons for the denial by the county program administrator in writing.

5. A unit member who has been granted a new position may not request a second change in position the same work year.
6. If the filling of a vacancy during the school year results in multiple position changes, the third vacancy created may be advertised to external applicants at the county administrator's discretion. The intent of this language is to prevent a domino effect that would disrupt programs.
7. Unit members who changed positions shall be granted up to two (2) days of paid time (release time or extra duty) for preparation prior to the effective date of the position change. Unit members changing to a new program, grade band or subject shall be granted up to four (4) days of paid time (release time or extra duty) (ex: elementary to middle or high school, ASD to NC, or Math to English). Additional time may be granted based on mitigating circumstances. The amount of time necessary shall be agreed upon between the unit member and county office administrator based on the complexity/extent of the move. If requested by the unit member, the Superintendent shall provide assistance in moving a unit member's materials. The Superintendent is not liable for damage to personal items.
8. No external applicant shall be interviewed or hired until all potential unit member applicants have been considered.

D. External Vacancy

1. This section only applies to vacancies for which no unit member has been selected using the internal vacancy process.
  - a. Notice of such vacancies shall be posted in a prominent location at the Sutter County Superintendent of Schools Office, One Stop, Feather River Academy,

Riverbend Elementary School, Butte Vista Elementary School, Yuba City High School, EdJoin ([www.edjoin.org](http://www.edjoin.org)), and a copy sent to the Association President.

b. The job vacancy notice shall include: the job title, a brief description of the position and duties, the minimum qualifications required for the positions, the assigned job site, the number of hours per day, days per week, and days per year assigned to the position, the salary range, and the deadline for filing.

c. Applicants may file for the vacancy by submitting written notice to the Human Resources Department within the filing period.