

ARTICLE 9

TRANSFERS

9.1 Definition

9.1.1 A "transfer" is a movement from one Center to another.

9.2 Voluntary Transfers

By June 30th of each year, a unit member interested in transferring to another site for the following school year will submit a transfer request to the Executive Director of Child Development Services. As vacancies become available, the District will first review the submitted transfer request on file for members fulfilling the position requirements. If none are found, the District will post open position.

9.2.1 District agrees it shall seek voluntary transfers prior to requiring an involuntary transfer. If there are no volunteers, involuntary transfers will be assigned beginning with the least senior employee who meets the position requirements.³

9.2.2 A unit member may only transfer from one site to another one time during the academic year.

9.3 Involuntary Transfers

9.3.1 Employees may be transferred to fulfill District needs or requirements because of vacancies, surplus of staff, lack of work, lack of funds, or administrative requirements, beginning with the least senior employee who meets the position requirements.

9.3.1.1 When an employee is transferred due to administrative requirements, the District must articulate the specific administrative requirements in writing.

9.3.2 Except in case of emergency, no transfer shall be made without five (5) work days notice to the employee. CSEA reserves the right to meet and confer with the District over any involuntary transfer prior to implementation

9.3.3 Employees shall have the right to meet with the Executive Director, Child Development Services before the employee begins any new assignments. The employee shall have the right to union representation during the meeting.

9.3.4 All temporary transfers shall be identified with a specific start and end date.