

ARTICLE 7. APPOINTMENT, TRANSFER, AND REASSIGNMENT

Section 1: PROMOTION, ASSIGNMENT, AND TRANSFER

- A. It is the District's and AASD's shared intent to promote, assign, and transfer from within the ranks of monthly salaried certificated employees.
- B. Unit member candidates will be given priority consideration for promotions, assignments, and transfers from within the ranks of monthly salaried certificated supervisory staff. All qualified unit member candidates will be given an interview. However, the District retains the right to post positions as open or internal.
- C. The District will follow a transparent process when posting vacancies. Vacancies shall be posted for a minimum of ten (10) days. Postings of bargaining unit positions may contain specific criteria and desired experience pertinent to the particular position.
- D. The Human Resource Services Division will facilitate and attend all interview panels.

Section 2: IMPLEMENTATION OF PRIORITY CONSIDERATION

The District's Human Resources Division will provide AASD, prior to the interview process, a list of all unit member applicants for posted vacancies.

- A. All AASD unit member applicants who were rated "effective" in their last evaluation; who meet the minimum qualifications and specific site criteria (where applicable); and have the desired experience shall be granted Priority Consideration status and will be granted an interview. AASD Priority Consideration candidates shall be interviewed prior to non-Priority Consideration candidates.
- B. All interviews of AASD Priority Consideration Candidates will be substantive in nature and not a screening, whether there is a single interview or interviews, and will conform to a uniform process.
- C. The District shall instruct all interview panels regarding the requirements of priority consideration prior to the interviews.
- D. If the District determines any one or more AASD Priority Consideration Candidate unit member applicants is not a fit for the position, the reasons for the determination must be documented and must be based on legitimate, verifiable and educationally related reasons.
- E. For each new appointment to an AASD vacancy, Human Resources shall, within ten (10) work days of the appointment, provide written notice to AASD as to whether any AASD Priority Consideration Candidates applied, and if not selected, provide reasons why a Priority Consideration Candidate was not selected. Upon request, additional documentation to support the non-selection will be provided to AASD.

Section 3: ADMINISTRATIVE REASSIGNMENT

- A. Involuntary Lateral Transfers. The Superintendent may make involuntary lateral transfers as needed for the operation of a department or school site.

1. Involuntary transfers shall not be arbitrary, capricious, or punitive in nature.
2. Involuntary transfers shall be based on the District's legitimate, verifiable, and educationally related needs.
3. All involuntary transfers shall be lateral.

B. Change of Assignment Due to Reorganization, School Closure, Program Elimination or Budget Cuts.

1. If a unit member is displaced from an assignment due to reorganization, school closure, program elimination, or budget cuts, applicable written procedures in place at the time of this agreement will be followed.
 - a. Before taking action to reassign a unit member, Human Resources shall provide AASD with a list of all current, supervisory vacancies.
 - b. Human Resources shall provide a list of those unit members displaced as iterated in this subsection to the hiring supervisor for priority consideration for filling vacant positions. Priority consideration is met by the unit member's submission of a letter of interest, a letter of recommendation, and resume.
 - c. Unit member candidates will be given priority consideration for vacancies for which they are qualified by providing Human Resources with a letter of interest, a resume, and a letter of recommendation. All qualified unit member candidates will be given an interview.
2. When a unit member has a change of assignment (due to reorganization or school closure, program elimination or budget cuts) to a position with a lower salary range maximum on the same or a different salary schedule, or to a reduced work year:
 - a. The affected unit member shall have their daily rate of pay protected for twelve (12) months when reassigned to a lower level position on the appropriate AASD salary schedule (e.g. management, site administrator, or supervisors' salary schedule).

C. Involuntary Demotion

1. Involuntary Demotions. An Involuntary Demotion is the assignment of a Certificated AASD unit member to a position of a lower level within or outside of the AASD bargaining unit.
2. The unit member shall be provided with a written statement of the reasons for such demotion, upon request.

Section 4: TRANSFER TO A NON-SUPERVISORY CERTIFICATED POSITION

- A. Based upon a bona fide need of the district and if a qualified vacancy does not exist within the supervisory unit when a certificated unit member is no longer required in a supervisory position, the employee shall be entitled to be transferred to a non-supervisory certificated position.

1. The position shall be equivalent to assignments previously held with credit for seniority granted in accordance with the Education Code.
2. If the unit member did not previously hold a non-supervisory certificated position within the district they will be transferred into a vacant non-supervisory certificated position for which they are qualified.
3. For a twenty four (24) month period following a transfer to a non-supervisory certificated position within the District, employees shall be given priority consideration rights as though they were still a unit member. Employees who wish to exercise this right to Priority Consideration will notify the Human Resource Services Division at the time of application.

Section 5: CONTINUING RIGHTS OF FORMER AASD UNIT MEMBERS

For a twenty four (24) month period following voluntary transfer, promotion, or change in assignment into a non-AASD position, employees shall be given priority consideration rights as though they were still a unit member, as long as the former unit member maintains continuous affiliate AASD membership during that entire twenty four (24) month period. Unit members who wish to exercise this right to Priority Consideration will notify the Human Resource Services Division at the time of application.