

NUMBER:	SP 918
EFFECTIVE:	
REVISION:	11/08/2012
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Statement of.....

Policy and Responsibility

SUBJECT: PLACEMENT, VACANCY, TRANSFERS, AND PROMOTION POLICY

Placement - Definition

1. Elementary - A change of assignment from one grade level to another.
2. Secondary - A change of assignment from one subject area to another.

Placement Policy

1. Assignment to the school

The Board recognizes that all employees should be placed in the school and department that will best serve the educational needs of the students in the district. It also recognizes that the employee should have the opportunity to indicate his preference of placement and be given first consideration.

All recommendations for employment are made to the Superintendent and then to the Board. The final decision rests with the Board.

2. Assignment within the School

The decision within the school regarding employee placement and grade level assignment is the responsibility of the principal. The principal will give first consideration to the employee's preference and qualifications when making grade level or subject assignment.

Vacancy - Definition

An opening which becomes known as a result of assignment, termination or additional staff requirement.

Vacancy Policy

The administration will notify employees of vacancies which occur during the school year and/or for the ensuing year as they become known, before such vacancies are filled.

1. Original vacancies with job descriptions will be posted at least one week in all schools, with a copy sent to the president of the teacher association with the majority of teacher

membership before any vacancy is filled. If another vacancy is created by filling the original vacancy, those employees of the district who have expressed an interest in writing in the resulting vacancy, and who qualify for the position shall receive first consideration. These vacancies will be filled in the same manner as original vacancies until May 15th of each year. In areas of critical need, vacancies may be filled as soon as possible by any qualified candidate.

2. Employees shall be notified of known vacancies for the ensuing year after the letters of intent have been returned and compiled.
3. Vacancies which become known during the summer will be filled after giving first consideration to employees who have requested a transfer and who might qualify for this position. Summer vacancies will not be posted in the school. However, notification will be given to the president of the teacher association with the majority of teacher membership and to those who have expressed in writing their interest in such a position.
4. All applications, from district employees will be given first consideration when filling vacancies.
5. If more than one candidate has applied for the same position, the candidate best qualified for that position, as recommended by the district and approved by the Board, will be appointed. Qualifications being equal, length of service in the school district shall govern.
6. The decision of the Board, regarding the filling of vacancies, shall be final. Any employee who applies for a vacancy and is not selected will be notified in writing. The employee may request the reason for the Board's action from his principal and/or the Superintendent.
7. Employees may inform the principal in writing of their interest in another assignment within their school should such a vacancy occur in the future. The teacher will also be given consideration for the new assignment if such a vacancy occurs during the summer months.

Transfer - Definition

A lateral change from one building to another.

Transfer Policy

1. A request for transfer of placement shall be made on a "Request for Transfer" form by the employee. This form is provided by the District and can be obtained from the principal or immediate supervisor. This form shall be submitted to the principal or immediate supervisor by April 1st.
2. A principal or immediate supervisor may request the transfer of an employee when, in his/her judgment, it will benefit both the employee and the District. The principal or immediate supervisor shall sign a request form and submit it by May 1st. The employee will be given a written notification of such a request by the last day of the school year.
3. The employee shall be informed of a transfer by the Human Resources Director or designee, either in person and/or by written notice.
4. If the employee is dissatisfied with the transfer, he may request an informal conference with the Superintendent, or designee. All requests must be made within seven calendar days from the date of transfer notification.
5. Transfers, because of changes in school enrollment, may be made at any time. The staff will be notified and anyone wishing to transfer may volunteer. If there are no volunteers, a transfer will be requested, by the Director of Human Resources, after a consultation

with the teachers and principals involved. The employee's preference and qualification for filling known positions by transfer will be given first consideration.

6. Teachers shall be transferred to a comparable and appropriate position, when possible.

Promotion - Definition

Assignments to positions of additional responsibility, leadership and administration.

Promotion Policy

Preferential consideration for promotion and leadership positions should be given to qualified persons already associated with the district providing other factors are comparable.

Professional Relations Council recognizes that:

The Board may delegate to the District Administration the interviewing and the screening of candidates for promotions and leadership positions.

1. When required, each applicant must be licensed by the Utah State Office of Education for the position for which he is applying.
2. The candidate's application and file shall be reviewed and interview may be requested by the Superintendent and/or designated members of the administration.
3. The Superintendent and/or designated member of the administration may recommend the candidate to the Board for further interviews and appointments.
4. An applicant for a position in administration or supervision must make formal application on forms provided by the District. This application shall be filed with the Superintendent and copies forwarded to the members of the Board.
5. An applicant's resume may be requested by the Superintendent and/or the Board.