

## **Administrative Procedures for Transferring and Hiring Personnel**

- I. The following language has been taken directly from Article XVII of Collective Bargaining Agreement Between the Cape Elizabeth School Board and the Cape Elizabeth Education Association/MEA/NEA 2017-2020:

### *Vacancies and Transfers:*

*Position vacancy announcements will be posted on the school website and distributed via email to all staff. Position announcements will include due date for application submittals, which will allow a minimum of five (5) days for internal postings and ten (10) days for external postings.*

*Teachers who desire a change in grade and/or subject assignment or building assignment shall file a written statement of request for the transfer and the reason therefore with the Superintendent by February 1<sup>st</sup>. The failure to provide such a request by February 1<sup>st</sup> shall not exclude a teacher from consideration for any posted vacancy. Teachers who have submitted a request for transfer must still apply to be considered for an available vacancy.*

*In the determination of requests for voluntary reassignments and/or transfer, the application of the individual teacher will be considered, but the final decision shall remain with the Board and its agents.*

*The teacher whose request has been denied shall upon request be entitled to an informal conference with the Superintendent to discuss the reasons for the denial.*

*Prior to making any involuntary transfer the Superintendent or designee may consider whether there is an equally or more qualified volunteer available to fill said position.*

*The affected teacher will be provided the opportunity to meet with the principal and the appropriate team leader or department chair to be given an explanation and an opportunity to be heard. The affected teacher may also request a meeting with the Superintendent to discuss the proposed transfer.*

*In determining qualifications the Superintendent shall consider the needs of the system, but the final decision with respect to transfers shall remain with the Board and its agents.*

*Notice of an involuntary transfer shall be given to teachers as soon as practicable, and in all cases not less than two (2) weeks prior to the transfer.*

*Teachers with new assignments will be given preference for professional development and training to prepare for student needs.*

II. Additional Guidance

- A. Part-time employees must apply for full-time openings, including their current position, and compete for those jobs.
- B. Principals shall solicit feedback from the hiring committee. It is only the principal, however, who recommends candidates to be nominated.
- C. All vacancies will be posted internally for five (5) calendar days and externally for ten (10) calendar days (15 calendar days total prior to holding interviews).
- D. Principals may transfer teachers prior to posting a vacancy. Ideally, transfers are voluntary.