

## PCSD/PDTA Posting and Transfer Process

### Universal Standard Practices

*In the absence of any agreed upon practice in this document we will follow past-practice or HR and PDTA President will mutually establish the process.*

1. Employees posting to and granted a transfer are “voluntarily transferred.”
2. District seniority is always used to make decisions, there is no separate building, department, or grade level seniority lists.
3. Positions changing 0.2 or greater are posted unless there is no one else in the unit qualified for the position. This includes building assignment ratios for traveling staff.
4. No employee will be displaced, that would not otherwise have been displaced to create an opening for another employee.
5. When displacement is required, in the absence of more senior volunteers for transfer, the least senior member of the department/grade level is displaced.
6. Seniority rights are only applicable in the seniority area(s) in which the member has accumulated service.
7. Members interested in a role in a different unit or seniority group, not having accrued any seniority in the role, must apply for the position along with external candidates, they do not have posting rights.
8. Any position filled that has not been previously posted, must be posted (in-building and then district) the following spring.
9. Excising, if needed, occurs from the least senior district staff. This is not building, department or grade level seniority.

### SRP Specific Standard Practices

1. Should the principal assess that the most senior paraprofessional will not be granted a position based on seniority-based rights, it must be with cause (inability to perform duties). HR and the Union President to review as necessary.
2. The SRP associated with a section or IEP experiencing a reduction in staffing is displaced from the position. As part of the pre-posting invitation to all building employees, they may express interest and be moved to a like-titled position. If no positions exist, the least senior SRP in the title, that does not require “specific skills and specialized training,” (CBA 37-1-3) is displaced from the building and the formerly displaced SRP member is assigned to that position.
3. Any paraprofessional assigned to a setting that is reduced (setting eliminated or classroom teacher displaced) is likewise displaced. However, SRP’s retain in-building seniority. If needed, the least senior SRP in the same title (not requiring specialized training or skills) may be displaced from the building.

## **Posting Rights/Order**

1. All full-time staff are eligible to post to positions within the same seniority unit/area. For non-tenured teachers, the district reserves the right to make the final determination regarding the transfer after the review of the evaluation file.
2. Each role will only be posted one time. If another position in the same grade level, department, building para unit, etc. becomes available subsequently, the position is offered, in seniority order, to any who replied to the original post.
3. External Interviews, including current staff members applying for a role in an entirely different unit or seniority area and Regular Substitutes not on the *To Be Hired List*.

## **Additional Certificated Staff Posting Rights/Order**

1. Part-time staff of .5 or more or those with less than 0.5 that have been 0.5 or more in prior years may submit a "letter of interest" to HR. A determination regarding the part-time teacher's qualifications must be made before the next step. Part-time staff members shall have their seniority applied only against other part-time members, except that part-time staff members with prior full-time service in the same tenure area shall have such additional rights as provided by Section 2510 of the Education Law. When the District is hiring vacant full-time positions, part-time staff members of .5 FTE or greater, who have seniority under this part, shall have a preference only over outside applicants. Part-time staff who are offered but do not accept full-time employment are not eligible to accrue seniority. Part-time staff who accept probationary full-time employment shall be credited with accrued part-time seniority.
2. Regular Substitute Teachers:
  - a. On the *To Be Hired List* will be provided a thumbs up/down interview.
  - b. Not on the *To Be Hired List* will be guaranteed an interview along with external candidates unless significant administrative concerns have been documented.

## **Timelines**

1. Prior to Postings (early April at the latest) Supervisors/Building Principals will invite members to make voluntary transfers to like-unit/seniority area positions in the building. Once district postings have begun, building-level voluntary moves cease. If a reduction occurs in a building, a displaced teacher or paraprofessional may express interest to the principal and could be appointed to the opening by the principal.
2. "Voluntary Certificated Staff Transfer Posting" begin by April 20<sup>th</sup>  
"Voluntary SRP Transfer Posting" by May 15<sup>th</sup>.  
These processes may be initiated earlier if all parties agree.
3. Postings typically are distributed weekly or alternating weeks to maximize the subsequent opportunities for staff, unless there are no new openings or extenuating circumstances exist.
4. Internal postings close  
July 31<sup>st</sup> for Certificated Staff and August 15<sup>th</sup> for SRPs.  
All internal unit movement ceases following these dates.

## **Universal FAQ**

### **1. What happens if I am displaced?**

Displaced members have rights to move internally prior to postings and to post in order of seniority into other available positions across the district. You may be displaced to another position or building, but you will not be excised unless you are the least senior unit member on the district seniority list. You must post for open positions when they become available. Failure to post for an open position can result in an assignment being made for you or if there are not enough positions, potential loss of your position as subject to all other state and contractual protections, if you do not respond to the postings.

If you are displaced, post to another position and the original position opens up before the summer posting cut-off date, you have the first right of return.

### **2. How do I post for another position in my unit?**

Keep an eye out for emails when postings in your unit begin. You must respond to postings within the timeframe provided.

You may post for multiple positions in your unit from the same posting by numbering/ordering your choices by preference.

Even if placed in a position during a prior posting, you may continue to post for new openings in subsequent postings until you are content with a position obtained.

**3. What happens if a job has been posted and it remains unfilled?**

Part-time .5 or more staff who have expressed interest in full-time positions are considered for these positions. Next, active Regular Substitute Teachers, who have been successfully moved forward by interview committee, (SPED and Elementary from the *To Be Hired* list) and then outside candidates. Lastly, a newly interviewed Regular Substitute may be appointed.

**4. What does it mean when a posting states to “contact an administrator” or “the position requires specific skills and specialized training”?**

BEFORE posting for the position, interested staff should reach out to the building administrator to be sure you understand the role and that the job is an appropriate match for your skills.

**5. Are transfers granted after postings close for the summer or during the school year?**

Voluntary transfers are not granted after postings close or during the school year. If a probationary hire fills the role, they will be informed at the time of hire that the specific position is not guaranteed and that it will be posted the following spring. In some instances, a long-term or regular substitute, depending on the length of the assignment, may be hired, or a part-time employee may be granted a thumbs up/thumbs down interview to fill the open position for the one year. For SRPs an “Undesignated” SRP will be hired, or a part-time employee may be granted a thumbs up/thumbs down interview to fill the open position for the one year. In all such cases, that position will be posted in the spring and full-time employees within the unit may post according to seniority.

Transfer may be enacted after postings close for the summer when it is judged by the Superintendent or their designee to be in the best interest of the district to do so. The union will be made aware of the rationale for such action and the impact on member’s rights to future postings will be negotiated.

**Additional Certificated Staff FAQ**

**1. What if I am a Teacher on Special Assignment (TOSA) and my role is eliminated, or I am not reassigned to the position?**

TOSAs continue to accrue seniority in their original tenure area. They retain the first right of return to the building of prior service. The least senior member in the building could be displaced and, if needed, the least senior employee in the seniority area would be excised.

**2. What if a high school section is collapsed due to low enrollment after June 1st ?**

The teachers FTE would remain unchanged for that impacted school year and the teacher can be otherwise assigned.

**3. What if I am reduced or excised/laid off?**

Staff who are reduced in hours or FTE's may decide to seek another full-time role in the district (some rights or privileges may apply), accept the reduced FTE position or resign their position.

If, as a teacher, you are excised, you will be added to what is called a Preferred Eligibility list (PEL) which provides certain rights for recall. All excising is imposed on the least senior member in a seniority group. If a teacher moved tenure areas or a paraprofessional group, it is based on the current area of service. Recall from PEL is dependent on Total Years in District (combined unit service). This is a bit complex, as excising is based on least senior in the seniority group of current service, but recall is based on total years of service.

All layoff and recall rights determined according to Section 2510 of Education Law and the PDTA Contract.

**4. What if I am a Part-time teacher or a Regular Substitute?**

Any part-time employee or regular substitute seeking full-time employment may write a "letter of interest" to HR. While you do not have the right to post to any open full-time positions, you may indicate your interest for known or potential positions

**Additional SRP FAQ**

**1. What if an SRP wants to change title/seniority groups? For example, from a CSE assigned paraprofessional to an Educational Assistant?**

If a teacher or paraprofessional leaves their seniority group voluntarily by applying for a position in another area/group and gets that position, their seniority is frozen in the original seniority group and they start from zero accruing seniority in the new group. The original seniority and that in the new group are combined for the purposes of longevity awards, career awards and retirement. Employees having posted out of one group for another cannot post back into those jobs, but they may submit a "letter of interest".

Movement from one unit to another is typically managed by referencing the staff members total PDTA seniority. For instance, a CSE assigned and an Undesignated Para expressing interest in the same EA role are typically determined by total PDTA seniority. Should the principal assess that the most

senior paraprofessional will not be granted the position, it must be with cause. HR and the Union President to review as necessary.

**2. Does seniority play a role in placing SRPs within a building?**

Principals may assign SRPs to like titled positions within their building. Seniority does not play a role in placement within the building. Plans for significant changes in assignment should be discussed with union representatives prior to implementation.

**3. How do openings within the CSE group differ?**

Paraprofessionals who respond to the postings will be placed in a building opening according to seniority. However, the Building Principal has sole discretion as to the placement in a specific CSE position within the building based on student need and/or professional attributes. In addition, if, in the principal's judgment the placement of a paraprofessional in a particular assignment is not appropriate, the paraprofessional's posting may be denied. Should the principal assess that the most senior paraprofessional will not be granted the position, it must be with cause. HR and the Union President to review as necessary.

If the CSE assigned paraprofessional's assignment in a building is no longer needed following the close of postings, the para may be temporarily assigned to another in-building need or to another building. The displaced para retains the first right of return to the building the following school year prior to any postings. If needed, the least senior CSE assigned para in the building may be displaced.

**4. What is the process for "Interview Required" para positions, like library, reading, or math paraprofessionals?**

Candidates are interviewed in order of unit seniority. Interviews are not conducted as a group. It is a unit specific seniority-based list and one person at a time is interviewed. If the person does not have the necessary skills, etc., the principal may decide that the paraprofessional is not qualified for the position. Should the principal assess that the most senior paraprofessional will not be granted the position, it must be with cause. HR and the Union President to review as necessary.

**5. What if I am a Part-time SRP?**

Any part-time employee seeking full-time employment may write a "letter of interest" to HR. While you do not have the right to post to any open full-time positions, you may indicate your interest for known or potential positions