

ARTICLE 4

ASSIGNMENT/REASSIGNMENT

4.1 Assignment/Reassignment

- 4.1.1 An assignment is the grade level, subject area, or program area to which a Unit member is scheduled for the subsequent year.
- 4.1.2 On or before February 15th of each year, the principal/program administrator shall have requested from each unit member at a school/program, their preference for assignment for the following year. The form or electronic form for this purpose shall be mutually developed by the District and the Association.
 - 4.1.2.1 Per Ed Code 44930 (b), Permanent or Probationary teachers who do not notify the District of their intent to resign on or before June 30 are considered to be employed by the District for the subsequent school year, excluding layoffs or non-reelections.
- 4.1.3 By March 1st principals/program administrators shall notify unit members of their tentative assignment.
- 4.1.4 If it is necessary for a unit member to be reassigned within a site or program, the unit member reassigned shall have an opportunity to return to their previous assignment as soon as possible.
- 4.1.5 Any unit member may request and shall receive the reasons for the tentative assignment. Any unit member dissatisfied with their tentative assignment may have a conference with the principal/program administrator and may be represented at the conference by an Association representative.
- 4.1.6 There may be circumstances which result in the District's moving an SDC teacher from their current site after the first teacher workday. Although this does not constitute a transfer under the terms of this Agreement, if such a move occurs, a unit member shall receive, upon request, up to two (2) days free of responsibility for students prior to the assumption of the changed assignment and assistance in moving teaching supplies and materials, within the limitations of the District personnel and equipment.
 - 4.1.6.1 Upon request, a unit member may forgo the two (2) days provided in §4.1.6 above, and instead utilize their own time to move teaching supplies and materials to the new site. In such a case, the unit member shall be compensated for up to two (2) days (up to 8 hours per day) spent in such activity at the "Certificated Hourly Rate" set forth in §14.5.1.1 of this

Agreement. The unit member shall be responsible for documenting their time and submitting such documentation to the Executive Director, Human Resources/designee prior to receiving this hourly compensation.

4.1.7 When a general education classroom teacher is required to move, or the District initiates the move, to a different classroom at the same site, they will be provided a day free of responsibilities for students to facilitate moving teaching supplies and materials. The District shall provide assistance within the limitation of the District personnel and equipment.

4.1.7.1 Upon request, a unit member may forgo the one (1) student-free day provided in §4.1.7 above, and instead utilize their own time to move teaching supplies and materials to the new classroom. In such a case, the unit member shall be compensated for up to one (1) day (up to 8 hours) spent in such activity at the "Certificated Hourly Rate" set forth in §14.5.1.1 of this Agreement. The Unit member shall be responsible for documenting their time and submitting such documentation to the Chief/Director, Human Resources/designee prior to receiving this hourly compensation.