



CVUSD

CERTIFICATED TRANSFER PROCESS

The bargaining unit member must complete and submit a transfer request form to transfer@conejousd.org for each position posted that the member is interested in interviewing for. The transfer request form must be submitted on or before the closing time and date.

The bargaining unit member will receive an automated return email from the transfer@conejousd.org, confirming that the Transfer Request Form was received.

Once the position closes and the Human Resources Department determines whether or not the unit member is eligible for transfer as requested, the Human Resources Department will provide the site principal and/or district-level administrator a list of all eligible candidates and their email addresses in order to set-up an interview. The bargaining unit member may also contact the site administrator, after the closing date, to set up an interview date and time.

The following factors shall be utilized in priority order to determine which unit member receives an interview for a voluntary transfer to fill a vacancy/opening:

- The unit member has the correct credential or authorization to teach in the position as posted on the vacancy list, or is approved by the Human Resources Department to apply due to enrollment in the appropriate credential/authorization program.
- The Human Resources Department received the transfer request form prior to the closing date.
- If a unit member's request for a voluntary transfer request is denied, the Human Resources Department shall notify the unit member by email. Upon request, the bargaining unit member shall receive a written response for the denial of the transfer from the Assistant Superintendent of Human Resources within five working days of such request.
- A request for transfer may be withdrawn by the unit member by sending an email to the Human Resources Department at any time prior to official notification or transfer approval.
- A transfer request shall not be denied arbitrarily, capriciously, or without basis in fact.
- Filing of a transfer request form is without prejudice to the unit member and shall not jeopardize the unit member's present assignment.
- In cases where no selection is made, openings/vacancies shall be posted for external candidates. Once the postings are placed on the certificated recruitment site for outside applicants, current probationary or permanent bargaining unit members may still submit a request to transfer form in until the closing date listed on the vacancy. In this particular situation, the bargaining unit members would still be granted an interview, but would not hold the timeline in interviewing outside candidates. Both current probationary and permanent bargaining unit members and outside applicants could possibly interview simultaneously.

Temporary unit members with a positive evaluation will need to apply for the position they were previously employed in (or currently are employed in) on the certificated recruitment site and will be granted an interview at their most recent place of employment with external candidates.