

## **CSEA Counter Proposal #2**

### **5.13.25**

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## ARTICLE 7 ASSIGNMENTS, JOB VACANCIES & TRANSFERS

7.2.1 Job vacancies created by promotions, transfers, resignations or newly established positions in the District, except those filled through the bidding process, shall be posted and advertised, except in cases where the District decides to reduce staff through attrition, in which case the vacancy may remain unfilled. If the District later decides to reinstate the position, the vacancy will then be posted and advertised. If a position is to be left vacant, the District shall notify the supervisor **and Association Chapter President** that the work load of remaining bargaining unit members shall not be increased as a result of such vacancy. *[District OK with revision]*

7.2.4 Any changes in posted notices shall be promptly communicated in writing by providing a copy of the revised posting to the Association **Chapter** President. *[District OK with revision]*

7.3.2.2 Those unit members applying for a vacancy that are considered "transfers" shall be interviewed. ~~Unit members shall not may be required to submit updated resumes, letters of reference, or any other documentation required of a new external applicant.~~ *[CSEA counter proposal 5.13.25]*

*[District agrees to 7.4 through 7.4.3.10.2 below, consistent with the Parties' MOU]*

### **7.4. Assignments and Recruitments for Paraprofessionals in the Special Education Program**

**7.4.1 All vacant Paraprofessional (Special Education) assignments will be posted in accordance with 7.2 above.**

**7.4.1.1 Paraprofessional (Special Education) assignments that remain unfilled after the Recruitment Process outlined in 7.3.2. above will be made available to staff transfers outlined in 7.4.2 below.**

**7.4.1.2 For section 7.4, "Paraprofessional" shall mean a Paraprofessional classification assigned to support students in the special education program (currently titled, "Paraprofessional II").**

### **7.4.2 Staffing Determinations Ahead of a New School Year**

**7.4.2.1 The Special Education Department will determine the need for Paraprofessional assignments District-wide based on student needs known ahead of each school year. The District will strive to provide advance notification to employees of any transfers that need to be made to support student needs. The minimum amount of advance notice for transfers that need to take place ahead of a new school year is five (5) business days. Examples of**

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7.4.2.5. When transfers are necessary ahead of the start of the school year for changes other than

7.4.2.2 through 7.4.2.4. Special Education administrators will first contact the Paraprofessionals whose assignments are impacted based on the changes listed above (excluding 7.4.2.2 through 7.4.2.4) to inform them of the need for transfer. Contact will be made by phone call to the unit member with a follow-up email to their district email account and to the Association President. The notification will inform the unit member of the need for transfer to the newly assigned site, their work hours for the assignment and that the unit member can apply for any available vacant position.

7.4.2.5.1 The unit member shall be provided five (5) business days to respond with their selection of assignment.

7.4.2.5.2 The unit member may voluntarily choose to select a position with less hours per day than they are assigned prior to the transfer. Should the unit member choose to reduce their hours, it shall be voluntary only and the unit member will provide formal notification to the District of their intent to voluntarily reduce their hours per day.

7.4.2.5.3 Should the unit member choose not to transfer or not respond to the notice; the District will notify the Association Chapter President and the administrative transfer process in 7.5 below will be initiated.

7.4.2.6 Transfers will be made to positions with the same hours per day (FTE) as the unit member is assigned prior to the transfer unless the unit member chooses a position with less hours as outlined in 7.4.2.5.2. The unit member will receive a confirmation email confirming the new work location, work hours and site supervisor.

7.4.2.7 Seniority of the unit member shall not be impacted by the transfer outlined in this section.

7.4.2.8 The procedures outlined in this section will apply to transfers needing to be made prior to the first instructional day of the coming school year. For the purpose of section 7.4.2, "five (5) business days" is defined as days when the district office is open to the public.

7.4.2.9 After the beginning of the school year, transfers needed during the school year for Paraprofessional (Special Education) assignments will follow the processes outlined below.

7.4.3 Assignment Changes During the School Year

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transfer or not respond to the notice, the District will notify the Association President and the administrative transfer process in 7.5 below (Administrative Transfer) will be initiated.

7.4.3.6.3 Transfers will be confirmed to positions with the same hours per day (FTE) as the unit member is assigned prior to the transfer unless the unit member chooses a position with less hours as outlined in 7.4.2.5.1. The unit member will receive a confirmation email confirming the new work location, work hours and site supervisor.

7.4.3.6.4 Seniority of the unit member shall not be impacted by the transfer outlined in this section.

7.4.3.7 When a Paraprofessional (Special Education) position at a specific site becomes vacant during the school year, other Paraprofessionals at the school site may be asked by the site administrator to fill in the open position on a temporary basis while the recruitment process is active.

7.4.3.7.1 The site administrator shall ask for volunteers from the school site. If no one volunteers, the site administrator shall choose a unit member from the school site to provide temporary coverage. If the temporary coverage assignment is more hours than the unit member's regular assignment, they shall be paid the extra hours on a timesheet. This does not waive the requirements outlined under Article 17.8.

7.4.3.8 If a Paraprofessional assigned to provide 1:1 support is absent on a particular day, the site administrator may ask another Paraprofessional at the same site to help support the student.

7.4.3.9 If there are a number of students in an SDC classroom that are absent on a particular day, the site administrator may ask another Paraprofessional at the same site to help support another SDC classroom or other students in special education at the same site.

7.4.3.10 Paraprofessionals at a particular site may be asked by the site administrator or a special education administrator to support needs at another site on a particular day in the following instances:

- A particular site does not have students in a program on a particular day.
- A particular site is overstaffed due to student absences on a particular day.
- A Paraprofessional assigned to provide 1:1 support is absent at a particular site and staff at that site are not available to provide support.