

## **MEMORANDUM OF UNDERSTANDING**

### **Teacher Transfer Agreement**

The Leon County School District (District) and the Leon Classroom Teachers Association (LCTA) hereby tentatively agree to the provisions set out below and will support the ratification of such provisions by the members of the LCTA bargaining unit and the Leon County School Board. Both parties agree that this memorandum of understanding will sunset June 30, 2027.

The Instructional Transfer Period for the upcoming school year will be held annually in the Spring to fill projected vacancies for the subsequent school year. It is agreed that it is within the employee's right to interview for and accept a position at another school site for the subsequent contracted school year. A supervising principal (current contract year) shall not block or prevent an employee from transferring the following school year or communicate performance-related concerns, unless documented or previously shared with the subject, to a position offered at another school site.

The process will begin with notice of commencement of the Instructional Transfer Period being sent by the Office of Human Resources. This notice will be sent to all current instructional staff employed within the District and shall inform that hiring for the subsequent school year is being opened and that transfer applications are welcomed from current District employees. The notice will include relevant dates, relevant website links, and an explanation of the process. Instructional staff can expect the process to consist of job postings (for all true vacancies) on the District's website, an interview process, and a confirmation of job offer and acceptance.

Sites will advertise all known and/or anticipated vacancies for positions set to commence at the beginning of the subsequent school year using the District's employment applicant system. Vacancies will be posted for at least five (5) business days. The vacancies shall be derived utilizing designated site staffing plans. Staff vacancies that are anticipated as a result of a non-reappointment action shall not be posted until notification of non-reappointment has occurred.

Instructional staff wishing to transfer to another location in the District will apply for positions of interest utilizing the District's designated application process. Current District employees will be given priority consideration in the selection process, provided documentation of current employment as instructional staff within the District is clearly and accurately indicated on the employment application, for the position for which the employee is being considered. In such cases, each applicant's professional credentials and job-specific qualifications shall be evaluated, and in instances where all respective evaluative criteria are equal as determined by the hiring authority, additional weight shall be given to current District employees, in both the selection for an interview and final appointment determination. Hiring managers shall utilize and document an objective hiring process with oversight from the District.

Upon completion of the interview process, an offer of employment will be communicated to the selected candidate. If the selected candidate is a current employee, an internal Personnel

Action Form (PAF) will be processed with a copy of the approved Personnel Action provided to the selected candidate and the candidate will be formally processed by the Division of Human Resources. Candidates who have applied but are not selected, shall receive notification of the position being filled.


Following the completion of the school year, non-reappointed employees who apply for specific vacancies utilizing the established application process will continue to be given priority consideration in the selection process until July 31. In such cases, non-reappointed District employees will be given priority in the selection process, provided documentation of employment as an instructional staff within the District in the immediately preceding school year is clearly and accurately indicated on the employment application for the position for which the employee is being considered. In such cases, each applicant's professional credentials and job-specific qualifications shall be evaluated, and in instances where all respective evaluation criteria are equal, additional weight shall be given to current District employees in both the selection for an interview and appointment.

Instructional staff wishing to transfer will not experience retaliatory conduct in any form from their current Administration. Retaliatory conduct can include, but may not be limited to any of the following actions taken without legitimate cause or reason: extra duty, reduction of planning, additional class coverage, additional employee evaluations, deductions to their Domain 4 in the evaluation process. Instructional staff experiencing retaliatory conduct shall have the right to file a formal grievance expressing their concern. Upon filing the grievance, the impacted party will outline the specific remedies sought based on the behavior in question.

  
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