



# **BURLINGTON SCHOOL DISTRICT PROCEDURE**

## **VOLUNTARY INTERNAL TRANSFERS - TEACHERS**

### **Summary**

This procedure describes the internal transfer process for teachers in accordance with Article XIII of the BEA-Teachers Collective Bargaining Agreement. This is specific to an employee applying for an open position within the District.

### **Employee Process:**

1. The employee must have an initial conversation with their current Principal (or equivalent Supervisor) to notify them of the teacher's intent to seek an internal transfer. This conversation must be made on or before May 24th.
2. The employee must send an email to their current Principal or Supervisor verifying that the conversation occurred.
3. The employee must submit the Voluntary Transfer form in Records, labeled Voluntary Transfer - Teacher, no later than May 24 of each year. This submission is sufficient to fulfill the obligation to deliver the request "in writing to the Superintendent's office." Late submissions will not be considered.
4. The employee must complete an Internal Application for a desired position through the district's Careers website.
5. The Hiring Supervisor must give good faith consideration to all internal applicants with a formal interview. A request for a voluntary transfer will not be denied arbitrarily, capriciously, or withhold rational basis in fact. The Hiring Supervisor need not make a final decision on a transfer request prior to consideration of other transfer requests, the recall of teachers who have been laid off and/or the applications of potential employees from outside the teacher bargaining unit.
6. If the internal applicant is selected, the hiring supervisor will complete the Recommendation to Hire process.
7. If the internal applicant is not selected, the hiring supervisor will email the employee no later than June 17th indicating the denial and the reason(s) for denial.

### **Clerical Information**

<i>BSD Version:</i>	<i>Version 1.1</i>
<i>Date Adopted:</i>	<i>April 15, 2024</i>
<i>Legal Reference(s):</i>	<i>BEA Collective Bargaining Agreement Article 13</i>
<i>Policy Reference:</i>	<i>N/A</i>