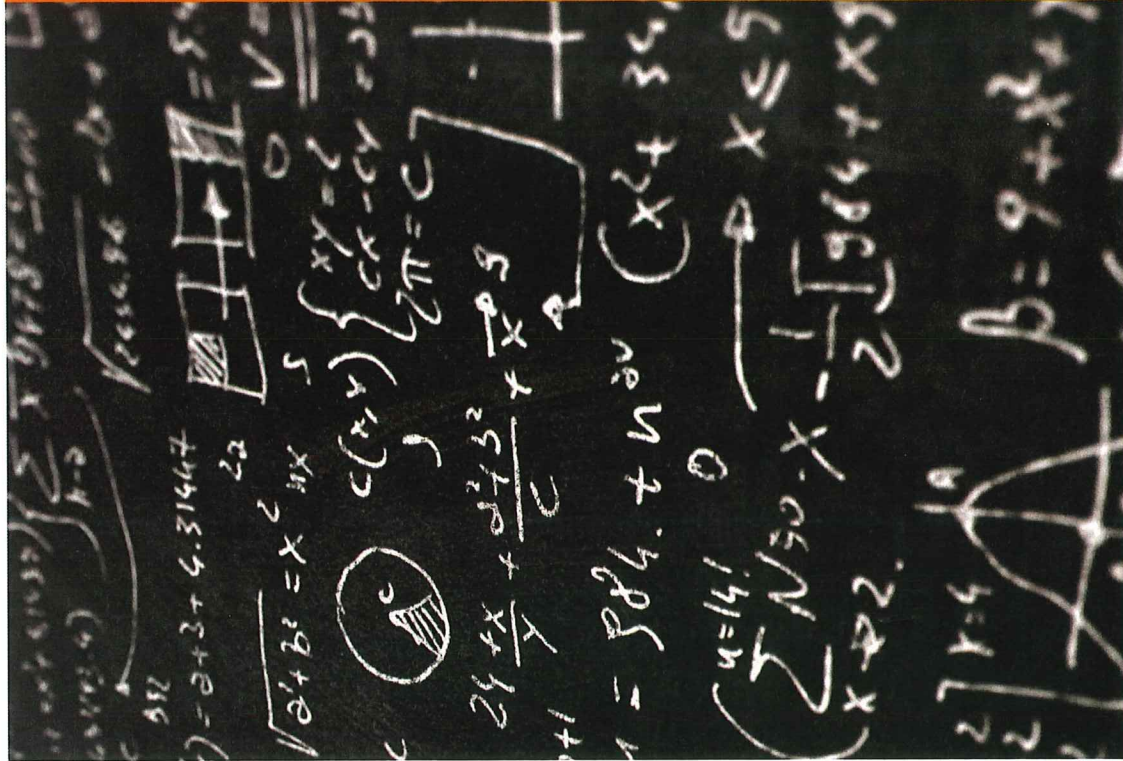


TRANSFERRING

SURVIVAL TIPS



TRANSFER OPPORTUNITIES



CONTRACTUAL CHANCES

The only transfers that are addressed in the contract, other than for assaults, is for full-time positions in the next school year.

1. Apply for a Voluntary Transfer
2. Displace yourself if there is reduction in your tenure area **PRIOR** to Placement Days
3. Shop the Hot Line (546-2768/www.rochesterteachers.com) after Placement Days (seniority rules)
4. After the first Friday in August, **hope** that you are given a choice, otherwise the District will place you in a position.



APPLYING TO TRANSFER

- Check the Administrative Bulletin beginning in December
- Here is last year's first announcement:
- 2021-2022 TEACHER TRANSFER /PLACEMENT DAYS
-
- Teacher Transfer/Placement Days will be held virtually in the month of June.
-
- Finalized dates and times will be coming soon. Please continue to check the bulletin weekly for updates.
-
- Office of Human Capital



APPLYING TO TRANSFER

- Here is the second announcement from the administrative bulletin:
- **2021-2022 Online Voluntary Transfer for All Probationary/Tenured Teachers**
- In accordance with Section 24 (Vacancies and Transfers) of the contractual agreement between the Rochester City School District and the Rochester Teachers Association, probationary and tenured staff may apply for transfer to a new assignment in his/her current tenure area each school year. (For the full provision of your Collective Bargaining Agreement, please follow this link: www.rochesterteachers.com.)
-
- **The voluntary transfer process is now open. Applications for the 2021-2022 school year will be accepted online until March 19, XXXX at 4:00 pm.** You can access the site by logging on to ROConnect. Go to the website roconnect.rcsdk12.org in the Chrome browser. The site links can be found in the RTA/RAP Transfer folder. Your username is your employee ID number, and your password is your current RCSD password. **Please check the weekly Bulletin Board for updates to this announcement.**
-
- **Please note that the transfer process cannot be used to change tenure area.**



APPLYING TO TRANSFER

- Only probationary or tenured teachers can apply
- All transfer applications, except for those on leaves, are done entirely online
- Update your resume
- What is the maximum number?
 - Elementary certified teachers can apply to 7 schools
 - Secondary academic teachers can apply to 3 schools
 - K-12 tenure areas (e.g. PE, Speech, etc.) can apply to 10 schools



APPLYING TO TRANSFER

- Know the types of schools
 - Exempt schools* do NOT count against the maximum number of applications (might as well apply to any/all)
 - Reivership Schools also do not count toward/against the maximum (apply to all)
 - You will receive a confirming email from the District confirming receipt of you application(s).
- * autism class, GEM program, SOTA Music, etc.



APPLYING TO TRANSFER

- You should receive an email confirming receipt of your application.
- If you do not, please contact: Transfers@rcsdk12.org and email any of the officers or labor relations consultant so that we can assist you.
- Until the deadline, you may change schools to which you are applying.



NEXT STEPS: INTERVIEWING & RANKING



INTERVIEWING AND RANKING

- The first contact from any of the schools to which you applied, should be a three-question questionnaire that ALL schools use. These are sent back to the individual school.
- The SBPTs will use the completed questionnaire and resumé to establish a ranked list
- SBPTs are not required to place every teacher who interviews on the ranked list.
- Additional applicants can be interviewed if a SBPT so chooses.



INTERVIEWING AND RANKING

- Schools will either schedule an interview (which should NOT be during the professional day) or not be ranked (“screened out”)
- If you are screened out, you may request the reason from that school.
- At the end of the interviews, the school forwards a ranked list to Human Resources
- **OR** the school/work/location can opt to not interview anyone. That school/work location will be ranked by seniority.
- In the late Spring, you should receive your ranking for each school.

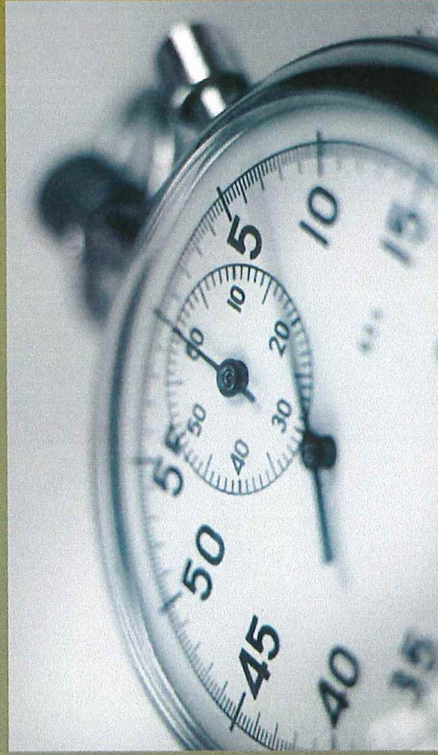
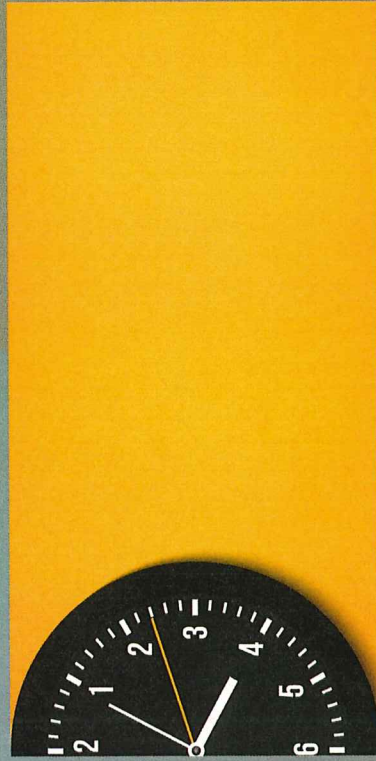


INTERVIEWING AND RANKING

- If you do not hear from a school, it is recommended to contact the administration and inquire when interviews will be scheduled.
- Researching programs and initiatives at schools is recommended
- Deviations from the above should be brought to the attention of the officers and/or labor relations consultant.



PLACEMENT MEETINGS



PLACEMENT MEETINGS

- These meetings take time.
- The vacancies are available for viewing for about a half-hour before the meeting starts.
- However, when it is your turn to consider a position, please be aware that you may be asked to make a decision within five minutes.
- You can contact any of the officers with questions from the start of viewing until the end.
- Most likely you will have the most options for a new placement at these meetings.



PLACEMENT MEETINGS

- Typically, there are four different days scheduled during June.
- There is one day each for: Elementary teachers, Special Education teachers, Core Academics teachers and K-12 Certification areas (other than Special Education).
- For the past two years due to the pandemic, they have been conducted via zoom. We have not yet held discussions with the District for this June.



PLACEMENT MEETINGS

- The process begins with a teacher being offered a job from the known full-time vacancies.
- Until a teacher accepts a job no transfer has occurred.
- A teacher can pass any offer.
- Once a teacher does accept a new assignment, his/her name is removed from the transfer process. This means his/her name will not be called again.
- The District sends an email to the person confirming the transfer as well as personal information which they like to double check (e.g. address, phone number, etc.)

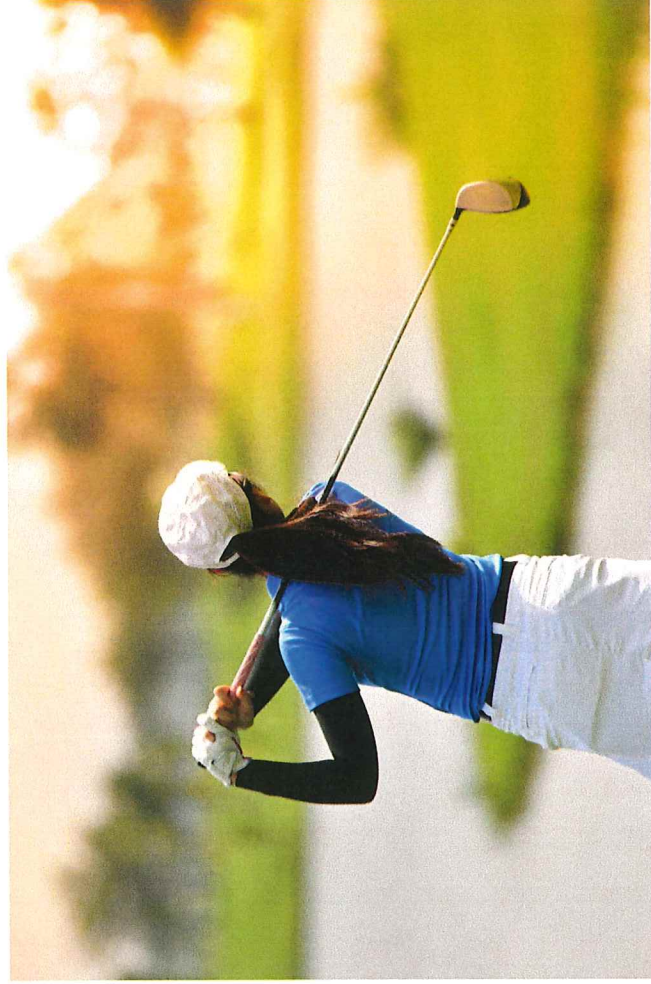


PLACEMENT MEETINGS

- When the meeting starts, all available vacancies are posted by school.
- It is advisable to make a list of assignments that a) you have applied to and b) interest you
- Additional information such as grade level or SWD ratio is displayed
- Keep track of schools coming off the vacancy list and schools being added
- Principals/Building Administrators should be available to ask questions



THE ROUNDS



THE ROUNDS

- There are four rounds cited in the contract and one added through a memorandum between the District and RTA.
- Each round will be described in detail in following slides:
 - Round 1 Voluntary transfers
 - Round 1b Teachers from closing schools or successful grievances
 - Round 2 Involuntarily Displaced transfers
 - Round 3 Voluntary transfer
 - Round 4 Any remaining unplaced teachers



THE ROUNDS

- If at any time you believe that you have been skipped or should have been offered a job, it is best to ask that the process be stopped.
- In other words, interrupt the meeting.
- If you are unsure, reach out to one of the officers in attendance.



THE ROUNDS

- **ROUND 1 (Voluntary)**

- This round is for teachers who have been ranked by a school(s).
- **Or** if a SBPT does not interview, teachers who applied are placed in seniority order.
- There has to be a match between a ranked teacher and a vacancy for that teacher to be called and offered a transfer.
- The teacher who has the most #1 rankings is offered a transfer first.
- Depending on how many teachers are ranked, this round can go on a long time.
- The #1 ranked teachers who match with a vacancy start off; then #2 ranked teachers and so on until the rankings are exhausted.



THE ROUNDS

- **ROUND 1 (Voluntary)**
- When a teacher vacates a position during Round 1, no other teacher in Round 1 can select it.
- That newly vacated position is available to teachers in the next round(s) and all other vacancies are available.
- Some vacancies may go to teachers who have been displaced from their school.



THE ROUNDS

- **ROUND 1b** (Staff from Closing schools/Grievance Settlements)
- Per a Memorandum of Agreement signed in 2009 bargaining unit members from closing, restructured, or phasing out schools are now allowed to choose by seniority in their tenure area positions immediately following Round 1.
- Openings created in Round 1 are available to these members.
- Positions are offered in seniority order within tenure areas.

Since this is a round for teachers no longer able to stay at their current school, no new vacancies are created.

However, this is also where teachers have the most schools available.



THE ROUNDS

- **ROUND 2 (Involuntary)**
- When there are not enough full-time positions in a tenure area for the current staff, the least senior teacher(s) are notified that they will be involuntarily displaced from the location.
- The only participants in this round have been displaced/involuntarily transferred from their current placement
- **Or** they have taken an involuntary transfer from a less senior colleague
- All vacancies are available to these members.
- Positions are offered in seniority order within tenure areas.



THE ROUNDS

- **ROUND 2 (Involuntary)**
- This is the second round for teachers no longer able to stay at their current school, no new vacancies are created.
- Again, this offers the most selections from which to choose.



THE ROUNDS

- **ROUND 3 (Voluntary)**

- This is the second round for teachers who have been ranked by a school(s).
- **Or** if a SBPT does not interview, teachers who applied are placed in seniority order.
- There has to be a match between a ranked teacher and a vacancy for that teacher to be called and offered a transfer.



THE ROUNDS

- ROUND 4

Any remaining member not placed in Rounds 1, 1b, 2 and 3 may select by seniority from any remaining position.



THE ROUNDS

- At any point during the process, if a teacher believes that they should have been offered a position, s/he should stop the meeting.
- There are RTA Officers who are available to discuss these problems in live time.



THE AFTERMATH



THE AFTERMATH OF PLACEMENT DAYS

- Ranked lists expire the day before the posting period
- A Posting period for all schools/work locations and positions, including those earlier exempted, opens up shortly after the last Placement Day.
- It continues for 30 calendar days.
- The District contacts the RTA and shares which jobs should be posted for five days.
- In turn the RTA advertises these positions as described on Slide #3.
- Directions on how to take the new jobs are included in the posting.
- After 5 days, the bargaining unit member with the most seniority will be contacted by HR and offered the position.



AFTERMATH OF POSTING PERIOD

THE FIRST FRIDAY IN AUGUST

- If a person fails to choose a new assignment from among all remaining openings, the unit member will be assigned by seniority.
- Failure to chose at that time, shall result in a position being assigned by the District.



MISCELLANEOUS



MISCELLANEOUS

- Section 24 (Vacancies and Transfers) has the language except for the Round 1b Memorandum (available upon request).
- Group Transfers are found in 24.6 with all the procedures for transferring together to a different location.
- The Officers and Labor Relations Consultant are available to answer your questions including your seniority number. (Emailing is the most efficient method.)

