

# Custodial/Security/Warehouse Transfer/Placement/Reduction Guidelines

## **Voluntary Transfer-**

All vacancies will be posted for five (5) working days for internal consideration, and then external consideration until the position is filled. Upon posting the position an email will be sent out for electronic notification of the vacancy. Bargaining unit employees shall apply for the posted vacancies by submitting an internal application via the website within the five (5) day posting period.

Vacancies will be filled by the most senior bargaining unit applicant within the same job classification unless the applicant is clearly unqualified, or if the applicant has been placed on a performance improvement plan. Applicants that are on a Performance Improvement Plan (PIP), or in their probationary period, may not be considered for voluntary transfer. However, Head and Lead Custodians should be filled by the most qualified at the discretion of the hiring supervisor. The two most senior qualified employees must be interviewed prior to selection. The District may also choose to interview more than the top two most senior candidates, along with external candidates.

Successful applicants (bargaining unit and /or external) must remain in a position for 1 year before they can be considered for voluntary transfer. Successful internal transfers should transfer by the next payroll start date following the transfer, or within seven (7) calendar days; whichever occurs later.

## **Involuntary Transfers-**

An involuntary transfer occurs when there is any employee movement that is not initiated by the employee.

Any employee should be notified in writing within 5 working days prior to the effective date of transfer. When an involuntary transfer is to be made, the least senior qualified employee should be transferred unless a more senior employee expresses, they would like to take the involuntary transfer. No employee shall be assigned to a position for reasons deemed to be arbitrary, capricious or without basis of fact.

When no employee applies for voluntary transfer, the District may involuntarily promote a qualified employee to the position. This involuntary promotion shall not count for purposes of the 1-year transfer rule.

## **Position Update**

The Union shall be notified (when possible), by Human Resources regarding any change in positions.

## **Reductions/Building Closures/Building Reconfigurations-**

If the Davenport Community School District closes, consolidates, or reconfigures a building which would result in reduction or transfer of staff, the parties shall agree upon a special staffing procedure for reassignment for displaced personnel.

A plan would be discussed for any staff reductions that would result in loss of employment.