

Food and Nutrition Service (FNS) Transfer/Placement/Reduction Guidelines

Voluntary Transfers

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. Employees can notify the Food Service Supervisor about their interest in writing, however, must complete the internal application.

Vacancies will be filled by the most senior, qualified bargaining unit applicant. If there is more than one applicant, the vacancy shall be filled based on seniority, attendance, and ability. When the qualifications and ability are equal, seniority shall prevail. Applicants that are on a Performance Improvement Plan (PIP), or in their probationary period, may not be considered for voluntary transfer.

Any employee who fills a vacancy by voluntary transfer and who fails to perform the required work satisfactorily or who desires to disqualify themselves, for reason(s) satisfactory to the Food Service Supervisor, within thirty (30) working days from date of assignment, shall be returned to their former work assignment or similar position if available.

Successful applicants must remain in a position for 6 months after transfer. Successful internal transfers should transfer within ten (10) workdays, when possible.

Involuntary Transfers-

An involuntary transfer occurs when there is any employee movement that is not initiated by the employee. Involuntary transfers are not temporary in nature.

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.

Temporary Coverage Rotation-

Due to staffing shortages and coverage needs, the Food Service Supervisor may have to temporarily rotate employees to provide coverage at other locations. When there is a temporary rotation in place, the rotation will be shared with the staff members as soon as possible.

Temporary rotations are in place until staffing levels are appropriate at the location's coverage is being provided. The coverage should be short in nature, and employees will then return to their original assignment.

Summer FNS Program

All Summer Vacancies are posted for three (3) working days for internal consideration. The Food Service Supervisor shall determine those who are qualified and fill the vacancy based on seniority, ability, and attendance. When qualifications and attendance are similar, seniority shall prevail.

Regular school year employees awarded summer positions will retain the position for subsequent summer operations if the program continues. Resignations from the Summer FNS Program should be filed no later than April 1st when possible.

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.