

Voluntary Lateral Transfers Form

Name _____ Date of Hire _____

Date _____

Position _____

Current Assignment _____

Requested site (s) in order of preference: _____

SUMMER CONTACT TELEPHONE NUMBER(s): _____

And /or personal summer email: _____

Per Collective Bargaining Agreement 7: *“Voluntary Lateral Transfers. For purposes of this paragraph, a lateral transfer shall be defined as transferring from the same position (e.g. teacher, assistant teacher) at one program option site to a similar program option site. Openings in the TIP program and special education and public school preschools are excluded from the provisions of this paragraph. The provisions of this paragraph also will not apply to transfer requests from one classroom to another classroom at the same site.*

Employees will be notified by the Friday following the last day of the program year of their anticipated assignment for the next year. An employee wishing to transfer to a different assignment for the next school year shall submit a request to transfer no later than ten (10) days following receipt of anticipated assignment.

Vacancies occurring between the end of a program year and August 1 of the succeeding program year will be filled by the most senior employee requesting a transfer to the position who meets the following qualifications.....”

I confirm that I meet the following criteria:

- a. *Employee must have completed five (5) years of employment with the Butler County ESC Head Start Program and completed one (1) full year in current position.*
- b. *Employee was absent less than five (5%) percent of his or her scheduled workdays the previous program year.*
- c. *The employee’s performance evaluation must indicate that the employee “meet expectations” in ninety (90%) percent of “general expectations” categories except that they must “meet expectations” in #14-20 on evaluation form.*
- d. *Employee did not have any disciplinary action the previous program year.*

Signature

Date

Forms due to the Human Resources Department by: 6/10/2011

If a vacancy occurs the most senior employee will be contacted and will have three (3) calendar days to respond.

For office use only:

Date contacted: _____

Union president contacted: _____

Date responded: _____

Accepted transfer: Y N