

MEMORANDUM OF UNDERSTANDING

Between the
Sylvan Union School District
And the
Sylvan Educators Association

Transfer Process for the 2024-2025 School Year

Background

Teacher transfer requests are outlined in the SEA Collective Bargaining Agreement under Article 7. Due to layoffs in the 2025-26 school year contract language will be amended to accommodate the dates of the layoff timeline and its effects on the transfer processes.

Agreement

Therefore, the Parties agree that, for the 2024-2025 school year for the the transfer process will include the following:

7.2.1. Vacancy: A vacancy is a budgeted unfilled position which the District intends to fill or a filled position where it is anticipated the position will become unfilled. For the purposes of this MOU, for the April 1-9 transfers, vacancies shall only include positions that the District anticipates will be open for reasons other than or not caused by layoff. The May 12-16 transfers shall include positions that become vacant due to the incumbent unit member receiving a final layoff notice.

1. **By April 1-School Site (Article 7.5.1-7.5.3)** Maintain contract language for school site moves.
2. **April 1 to April 9-District** Displaced certificated staff members, by seniority order, will be offered district vacancies. District Any displaced member who selects a position will relinquish rights to the May 12-16 vacancies made available through layoffs (See #4)
3. **April 10** HR will electronically post a vacancy list for internal candidates. If not enough multiple subject positions are available for displaced employees, any displaced member not assigned to a position by April 10, due to lack of openings, the displaced member will get to select first from the available layoff positions.
4. **May 12-May 16** Displaced certificated staff members, by seniority order, will be offered positions made available through layoffs. Any displaced member who selects a vacant position made available through layoffs relinquishes rights to the May 17-30 vacancies (See #5).

5. **May 17-May 30** Once all displaced members have been placed, make vacancy notifications per Article 7.5.5
6. Certificated staff displaced from a home-site through involuntary transfer will have 48 hours for first rights over internal movements back to that home site through June 30, 2025.

Term of Agreement

This agreement will be effective for the 2024-2025 work year, expiring at the end of the 2024-2025 school year.

Signatures

For the District:

Deborah Rowe 4-1-25
Deborah Rowe / Date
Assistant Superintendent, HR

For Sylvan Educators Association:

Chris Long 4/1/25
Chris Long / Date
President, SEA