

Joint Implementation Memorandum

Shoreline Educational Support Professionals Association (SESPA)
and
Shoreline School District No.412

Voluntary Transfer to Vacant Positions
April 16, 2015

Article 30 of the 2014-2017 Collective Bargaining Agreement (CBA) between SESPA and Shoreline School District addresses the process by which SESPA members may request a transfer to a vacant position. This memo is jointly issued by SESPA and the District to provide additional clarification for SESPA members regarding the implementation procedures for Article 30.

- 1) Voluntary Transfer to Vacant Positions is specific to applying for positions classified within the same LEVEL in the SESPA CBA as the employee's current position.
- 2) To have their application considered under the terms outlined in Article 30, current SESPA members must apply no later than 5 (five) business days after the position is posted by the HR department to the District's website.
- 3) In the event a SESPA member has applied for a voluntary transfer but is not selected for the position, the District shall notify the member prior to the announcement of the successful candidate.
- 4) All provisions of Article 30 apply to the process as stated in the current CBA.

Additional questions regarding implementation of Voluntary Transfer to Vacant Positions may be directed to SESPA leadership or to Tam Osborne, Director of Human Resources.

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For the District:

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