

MEMORANDUM OF AGREEMENT (Voluntary Transfer Process)

This Memorandum of Agreement is made by and between the Hamburg Teachers Association, Local 2702 (Teachers' Unit) (hereinafter, "Association") and the Hamburg Central School District (hereinafter, "District"), collectively referred to herein as the "Parties."

The Parties agree to implement the following voluntary transfer process for assignments effective for the 2021-2022 school year.

1. Notice of available full-time and part-time vacancies will be emailed to the school email address of each current unit member and posted on the District Website not later than the first Friday in May 2021. The notice will include the position, building and grade level of the available vacancies.
2. Interested applicants must submit their letter of intent by e-mail to the Assistant Superintendent or his/her designee within three (3) school days of the date of the email and posting of notice as described in paragraph 1. The day that the email is sent by District Office will count as the first school day of the three school day period if the email is sent by District Office before noon that day. If the email is sent at noon or thereafter, the next school day will constitute the first school day of the three school day period.
3. After the positions contained in the first round of postings are filled and the ripple effect occurs, the process described in paragraphs 1 and 2 above (posting and submission of letter of intent by e-mail to the Assistant Superintendent or his/her designee within three school days) will continue until all positions are filled. Positions that remain open will then be posted externally. Due to a change in the number of sections, some positions may not require an external posting.
4. The same process described in paragraphs 1 and 2 above will be used to fill new positions resulting from late retirements, resignations, etc., that arise after the initial voluntary transfer process is complete. Pursuant to Article XIII (A), available positions will not be posted between August 20 and the opening day of school.
5. The process described in paragraphs 1 and 2 above will be the exclusive means for filling vacancies during the Voluntary Transfer Process. Letters of intent or other expressions of interest submitted outside of this process will not be considered.
6. Among candidates currently working in the tenure area of the vacancy, District seniority will be used to determine who will be offered the transfer opportunity. If certified in the tenure area but not currently working in the tenure area, the individual must apply through the external process.
7. Application for transfer does not assume procurement of the transfer.
8. The individual selected for the vacancy will receive an email from the Assistant Superintendent or his/her designee notifying the individual that he/she has been selected to fill the vacancy. The building principal from the individual's prior placement and the building principal of the individual's new placement will be copied on this email. Candidates not selected to fill the vacancy will receive an email from the Assistant Superintendent or his/her designee notifying them that they were not selected.
9. Unless otherwise extended by written agreement, signed by the Parties, the process described herein will remain in effect for assignments for the 2021-2022 school year only. If this agreement is not extended, and no alternative is otherwise agreed to, this agreement will sunset on September 1, 2021 and the parties will revert back to Article XIII (A) of the Collective Bargaining Agreement for the 2021-2022 school year.

IN WITNESS WHEREOF, the authorized representatives of the parties have executed this Agreement on the dates indicated below.

For the Hamburg Central School District

For the Hamburg Teachers' Association

By: _____
Michael Cornell
Superintendent of Schools President,
Dated: _____

By: _____
Amy Takacs
HTA, Local #2702
Dated: _____