

USEP PROPOSAL
MEMORANDUM OF UNDERSTANDING
INTERNAL (VOLUNTARY) TRANSFERS – 2021-2022
FEBRUARY 23, 2022

USEP and the District currently have no specific procedure for completing internal transfers. While trying to work collaboratively to complete these transfers, they have not always come in a timely fashion. USEP and the District agree that many times these transfers do not come at opportune times. It is the intent of both parties to see these transfers happen with the least negative impact to students.

1. The District continues to promote the welfare of teachers who are qualified to transfer from one worksite to another.
2. USEP and the District understand that in some situations, a substitute teacher may be necessary.
3. This MOU will put a specific timeline on the completion of internal transfers but also considers the impact on the classroom.
4. More importantly, it is not punitive to current Instructional personnel as it limits the amount of time they may be held at their current worksite.
5. To give the District time to find a replacement, USEP and the District mutually agree that four (4) weeks from the date of the accepted offer from the receiving school is the maximum amount of time an employee may be held at their current worksite.
6. All student reporting and records must be current for the transfer to take place.

For the Union

Date

For the District

Date