

ARTICLE 7 Transfers

Transfers of Full-Time or Part-Time Regular Employees; which includes Full-Time to Part-Time or Part-Time to Full-Time. Does not include Temporary or Substitute Employees or Student Helpers.

- 7.1 A. Transfer defined: A transfer is the movement of a current employee from one position to another.
- B. Seniority defined: Seniority is defined as the total number of years the employee has been continuously employed by the Bay County School Board.
- C. Qualifications: No employee shall be required to re-qualify for a position when seeking a transfer to a position of equal qualifications within the same Salary Placement Schedule Sub-category.
- D. ~~If the transfer is to a position outside the sub-category, the employee may apply for additional relevant experience related to the new position. The employee would be re-placed on the Salary Placement Schedule with verified, relevant experience up to fifteen (15) years.~~

7.2 Voluntary transfers will be accomplished in the following manner:

- A. Employees desiring transfer may apply as an internal applicant using the online application platform.
- B. Employees who apply as an internal applicant shall be interviewed prior to the hiring of an external applicant, subject to the following condition. If there are more than five (5) internal applicants, the site manager shall review the applications and choose a minimum of five (5) to interview.
- C. The work site manager will take the voluntary transfer request for the position(s) available, and make a final determination among the candidates based on the following:
1. Qualifications~~;~~
 2. Length of service in the district~~;~~
 3. Preferences of those requesting voluntary transfer ~~and~~;
 4. An interview~~;~~

Deleted language is identified with a ~~strikethrough~~.
New language is identified in **boldface and is underlined**.

D. **Voluntary Transfers: Salary Placement & Experience Credit**

1. Within the Same Sub-category

Current support eEmployees who transfer within the same sub-category **will have the option to either be re-placed with relevant, verified years of BDS experience on file OR use the zero to zero option that applies.** ~~shall retain all experience credit for the purpose of their hourly wage rates and benefits as provided by this contract.~~

~~Full-time Salaried to Full-time Salaried OR Hourly to Hourly:~~

a. Movement to a HIGHER pay grade (zero to zero option):

A current support employee moving to another support position with a higher pay grade on ~~the~~ Salary Placement Schedule **3**, within the same **sub-category** ~~Placement Schedule (3, 3A, 3B, 3C)~~, will have their current salary increased to an amount equal to the difference between the current pay grade and the new pay grade at the zero (0) level ~~OR will be placed using verified, related experience at the new pay grade, whichever will benefit the employee.~~

b. Movement to a LOWER pay grade (zero to zero option):

A current support employee moving to a lesser pay grade on ~~the~~ Salary Placement Schedule **3**, within the same **sub-category** ~~Placement Schedule (3, 3A, 3B, 3C)~~, will ~~either~~ have their current salary decreased by the amount equal to the difference between the current pay grade and the new pay grade at the zero (0) level ~~OR will be placed using verified, related experience at the new pay grade, whichever will benefit the employee.~~

c. Movement to a HIGHER or LOWER pay grade (re-placement option):

A current support employee moving to a higher or lesser pay grade on Salary Placement Schedule 3, within the same sub-category, will be placed using verified, relevant BDS and outside experience on file up to 25 years.

2. Outside the Sub-category

A current support employee moving to another support position outside the current sub-category, with a higher or lesser pay grade within Salary Placement Schedule 3, will be re-placed with relevant, verified years of BDS and outside experience, up to twenty-five (25) years. Additional outside experience must be received by the end of the employee contract year to be considered.

~~The Support Salary Placement Schedule will be used to determine an employee's beginning salary for the following situations:~~

- ~~1. A support position being hired from outside the District~~
- ~~2. An employee that is currently being paid from another Salary Placement Schedule/Employee Category.~~
- ~~3. An employee that is changing from a 10-month pay grade to a 12-month pay grade or a 12-month pay grade to a 10-month pay grade within the Support section of the Salary Placement Schedule.~~

~~A current, regular employee will NOT take a decrease in pay as long as the transfer is to the same pay grade or higher, within the same sub-category, and within the same Placement Schedule (3, 3A, 3B, 3C). The employee shall retain all experience credit for the purpose of their hourly rate and benefits as provided by this agreement.~~

TA date: _____

BDS Chief Negotiator: _____

BESPA President: _____

MSSU Executive Director: _____

Deleted language is identified with a ~~strikethrough~~.
New language is identified in **boldface and is underlined**.