

ARTICLE X -- ASSIGNMENT, TRANSFER, AND APPOINTMENT

Section 1. Scope and Purpose

- A. This Section sets forth the procedures for the selection of candidates for positions in the bargaining unit through transfers, promotions, and new employment.
- B. Changes in an existing position or the establishment of a new position are subject to School Board approval.
- C. All positions shall comply with state and federal requirements.

Section 2. Announcements of Vacancies

- A. Administrative heads of bureaus, regions, divisions, offices, and departments shall request that a vacancy be advertised and filled. A "Request to Advertise and Fill an Administrative Position" memorandum form and a "Non-School Site Administrative Positions Authorization to Advertise" form shall be completed in full and forwarded to the chief personnel officer for Human Resources. The Superintendent of Schools must approve all requests to advertise and fill open positions.
- B. The announcement of vacancies will state job-related qualifications for the positions, including certification, education, and other experiential requirements. These announcements will specify the application procedures.
- C. These announcements will be distributed to all work locations within Miami-Dade County Public Schools and to the DCSAA office via FAX and/or E-mail. Such announcements will include instructions to "Post".
- D. Security and credential checks will be made by Human Resources on all persons scheduled to be appointed prior to the date of the School Board meeting.

Section 3. Formal Selection Procedures

- A. When a position is advertised, there shall be an initial screening of applications to determine those applicants whose combination of training and experience most closely match the published qualifications for the position and who will be included in the procedures of the Interview Committee.
- B. The Interview Committee will interview eligible candidates.
- C. Human Resources will be responsible for securing the persons to serve on pre-screening and oral interview committees for each position. Persons identified will be trained in selection and interview procedures. The immediate supervisor for the open position shall serve on the Interview Committee, if available.
- D. Human Resources shall convene the Interview Committee which shall be constituted as follows:
 - 1. three individuals from the affected bureau, office, division or department;

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2. one district or region office administrator;
 3. one school site administrator; and
 4. an Executive Director/Supervisor for Human Resources, or designee (non-voting).
- E. At the conclusion of the interviews, the Interview Committee will attempt to identify a minimum of two finalists. If a minimum of two finalists are identified, the names and records will be forwarded to a Review Committee by Human Resources. If the Interview Committee identifies only one finalist, the name and records of the single finalist candidate shall be forwarded to the Review Committee and/ or be retained for further consideration.
- F. The Review Committee consisting of the appropriate Chief Officer (or pay grade equivalent) or designee, and two ranking administrators from the affected bureau, office, division or department who did not serve on the initial Interview Committee shall examine all interview data and interview each finalist. The Review Committee may opt to consider a single successful candidate.
- G. The Review Committee may select no more than one candidate to be recommended to the Superintendent.
- H. The name and records of the recommended candidate will be returned to Human Resources to initiate, when applicable, necessary and appropriate reference and clearance checks.
- I. Upon completion of appropriate reference and clearance checks, when applicable, Human Resources will forward the name and records of the recommended candidate to the Superintendent for consideration and School Board approval.
- J. If no applicant is a successful candidate for the open position, the Superintendent, or designee, shall determine if the position is to be re-advertised.

Section 4. Appointment to Fill Temporary Vacancies

- A. When a position is open and formal selection procedures are anticipated or in the event of a sudden or unexpected vacancy, the Superintendent may make a temporary appointment to the position to assure continuity of services or while the interview and selection process are being conducted. Compensation while in the temporary appointment with a higher paygrade shall be in accordance with Article XII, Section 3(D) of this Contract.
- B. At the termination of the temporary assignment, the employee shall revert to his/her former status, unless appointed or assigned as a permanent employee in the temporary position.

Section 5. Filling of Vacancies

- A. Lateral Transfers

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Vacancies may be filled by the lateral transfer of a unit member providing that the transfer is requested by the employee or deemed by the Superintendent to be in the best interest of the school system.

If the transfer is requested by the employee, the vacancy may be filled if:

1. the employee's position has the same job code, same job description and same department as the vacancy; and
2. the employee meets the qualifications of the vacant position, has received an acceptable rating on the most recent job performance evaluation, has not been placed on a professional improvement plan, and has been in the position for a minimum of three years; and
3. a vacant position shall be filled by current employees seeking transfers provided they meet the conditions in (1) and (2) above before outside applicants can be considered; in the event more than one current employee is qualified, the position will be filled by one of the current employees, with the final recommendation for filling the position being retained by the Superintendent or designees; and
4. the employee may not apply for another lateral transfer for a period of two years after the effective date of his most recent lateral transfer appointment.

B. Career Re-Direction

Employees who meet all qualifications for a position may apply for career re-direction to a position at a lower pay grade. If approved by the Superintendent, it will be presented to the School Board for appointment as a request for Career Re-Direction.

Section 6. Direct Appointments

- A. Upon the recommendation of the Superintendent, with the approval of the School Board, a vacancy may be filled by a direct appointment of an individual who has demonstrated the specific qualifications and background applicable to the position.
- B. The authority for direct appointments shall be exercised when necessary, i.e., as a result of reorganization, in cases of leaves or emergency needs, reassignment of personnel within region or district offices, or when the Interview Committee advises that it cannot make an appropriate selection or when the Superintendent deems it in the best interest of the school system.

ARTICLE X (cont.)

Section 7. Reassignment of Personnel

The Superintendent may recommend to the School Board staff reassignments for the most effective deployment of personnel.