

**Memorandum of Understanding  
Between the  
Vacaville Teachers Association  
And the  
Vacaville Unified School District**

Piloting the Involuntary Transfer Pool in April 2016

This MOU shall take effect immediately and will expire May 20, 2016. Grievances that arise from this MOU shall be valid under the Grievance Article 11.

The involuntary Transfer Pool meeting is traditionally held in the mid-to-late May to allow for involuntary transferred unit members to choose from the maximum number of openings throughout the District.

In an attempt to recruit quality candidates for open non-management certificated positions in the district, VTA and VUSD agree to pilot an earlier Involuntary Transfer Pool meeting (Article 7.4.7).

To that effect, the Involuntary Transfer Pool meeting shall be held on Tuesday April 6, 2016 at the Educational Services Center. At the meeting, unit members may fill out a Voluntary Transfer Form indicating positions he/she might be interested in.

VUSD and VTA acknowledge that there may be new openings between April 7, 2016 and May 20, 2016, due to increased enrollment, additional resignations, funding and/or unforeseen reasons. A position that opens up due to assignment and level changes at sites (Article 7.4.10) is not considered a new opening during this time period. VUSD agrees to not knowingly hold any new openings between April 7 and May 20, 2016.

If new opening occur between April 7, 2016 and May 20, 2016, the following process shall be followed:

1. An immediate freeze on all positions at all sites is put into place with the exception of Special Education Teacher and Bilingual teachers.
2. The Position Selection Form (see attachment) may be filled out by unit members at the April 6, 2016 Involuntary Transfer Pool meeting. These forms shall be used to determine which unit member(s) shall select from new openings.
3. If such an opening becomes available in the described time period, the most senior involuntary transferred unit member requesting such a position on the Position Selection Form shall be allowed to select the new opening. If he/she chooses not to select the new opening, then he/she waives the right to any other new openings. Then, the next senior unit member requesting such a position shall be allowed to select the new opening.
4. This process shall continue until either a unit member selects a new opening or none of the unit member selects the new opening.
5. If no unit members select the new opening, then the process shall continue with (Article 7.4.8).
6. If a unit member selects a new opening, then the opening he/she chose at the Involuntary Transfer Pool meeting shall be considered a new opening to only those involuntary transferred members who are less senior than that unit member. The process then begins at step 1 again and continues until all new openings are either filled or not selected.
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Randy Henry  
VUSD Chief Human Resources Officer

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Moira McSweeney  
VTA President

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Date: \_\_\_\_\_