

SECRETARIAL/CLERICAL TRADE/SWITCH CONTRACT LANGUAGE AND FORM

Trade/Switch of Positions: The language in this section will only apply to those positions for which fewer than four (4) like vacancies were posted in the previous school year.

1. There would be no posting; interested parties would make proposal; both parties requesting trade send in form together with reason for trade/transfer.
2. Hours and level must match.
3. All parties must agree to follow process including supervisor/principal and employees.
4. All parties need to agree to the timeline for the trial, training schedule, and plan:
 - a. Day one both secretaries at building A
 - b. Day two both secretaries at building B
 - c. Up to three - five days secretaries switch buildings

Criteria for Review Process:

5. Positive evaluations; no discipline issues.
6. Must agree to cross training visit.
7. Initial interview.

Process for Trading Positions:

8. Both secretarial/clerical interested parties make proposal.
9. Requests should be submitted (proposals) in a timely manner as deemed appropriate by all parties.
10. Proposal includes cross training/trial plan, which needs to include an overlap day at each site.
11. Cross training (transition) visit (with principal on site) of one week (itinerant coverage as needed).
12. Confirmation interview with new principal.
13. Both principals and both employees will sign off/approve final proposal.
14. Both employees must agree to sign the respective site charter and any site variances.
15. If all parties do not sign off for approval, reasons will be provided at Labor Management upon request.

PLEASE COMPLETE THE ATTACHED

SECRETARIAL/CLERICAL TRADE/SWITCH REQUEST FORM

REASON FOR TRADE OR TRANSFER: (Must be completed by both parties)

DATE OF REQUEST: _____ POSITION LEVELS MUST MATCH

Party 1 - Name/Location: _____ Current Assignment _____

Current Hours _____ Reason: _____

Party 2 - Name/Location: _____ Current Assignment _____

Current Hours _____ Reason: _____

ALL PARTIES MUST FOLLOW THE CRITERIA AS FOLLOWS:

- Positive evaluations; no discipline issues.
- Must agree to transition/training visit.
- Initial interview.
- Both secretarial/clerical interested parties make proposal.
- Proposal Requests should be submitted in a timely manner as deemed appropriate by all parties.
- Proposal includes transition training/trial plan, which needs to include an overlap day at each site.
- Training/transition visit (with principal on site) of one week (itinerant or sub coverage as needed).
- Confirmation interview with new principal.
- Both principals and both employees will sign off/approve final proposal.
- Both employees must agree to sign the respective site charter and any site variances.
- If all parties do not sign off for approval, reasons will be provided at Labor Management, upon request.

AGREE TO ABOVE PROCESS AND TIMELINE FOR THE TRIAL:

Secretary 1 Signature	Date	Secretary 2 Signature	Date
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Principal 1 Signature	Date	Principal 2 Signature	Date
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TIMELINE FOR THE TRIAL, TRAINING SCHEDULE, AND PLAN:

Day One – Both secretaries at Building A: Date_____ Site_____

Day Two – Both secretaries at Building B: Date_____ Site_____

Up to three to five days – secretaries switch buildings: (State dates of switch)

1._____ 2._____ 3._____ 4._____ 5._____

FINAL APPROVAL SIGN OFF: (DO NOT SIGN UNTIL AFTER TRIAL PERIOD)

_____		_____	
Secretary 1 Signature	Date	Secretary 2 Signature	Date
_____		_____	
Principal 1 Signature	Date	Principal 2 Signature	Date

WHEN ALL ABOVE IS COMPLETED AND SIGNED, PLEASE RETURN THIS FORM TO HUMAN RESOURCES TO PROCESS THIS CHANGE:

OFFICIAL START DATE OF SECRETARIES AT NEW SITES_____