


Travis L. Dempsey
Superintendent



4950 McNutt Road
Sunland Park, New Mexico

P.O. Drawer 70
Anthony, N.M. 88021
Phone: (575) 882-6200

PLEASE POST

DATE : January 27, 2022
TO : All **Support Staff Employees**
FROM : Barbara A. Browder, Ph.D., Associate Superintendent for Human Resources
SUBJECT: Job Actions for the **2022-2023 School Year**--Transfers, Resignations and Retirements 

In the spring of each school year we begin the process for staffing each school or site in the district for the coming year. We ask for your input and assistance with this project.

TRANSFER INFORMATION

Support Staff Transfer Requirements:

A support staff employee is eligible for a transfer upon completion of one year of successful performance in the current position. A transfer may be initiated by the administration on the basis of the individual's preparation, nature of experience and ability to fit the needs of a particular assignment or, in the discretion of the Superintendent, when necessary to serve the best interests of the school district. Procedures for transfers that involve staffing new schools or moving entire grade level(s) from one campus to another will be adhered to according to district administrative regulation GCK-R.

Transfer Applications:

All new positions will be announced. Upon posting, any current district employee who is eligible for a transfer may submit a transfer request (**TRANSFER FORM GCK-R1a, R3/6/17**) for the **listed vacant position**. Return to the principal or supervisor before April 1, 2022. To be eligible for consideration, the employee must be at a lateral level of employment. If the position which is announced would be a promotion or require a change in compensation on a daily basis you must submit a completed application packet as stated on the vacancy announcement.

All transfer requests are subject to administrative approval before eligibility is complete. If your site supervisor or principal approves your request, your approved transfer request form will be placed in our pool of applicants for consideration.

Example:

An interested employee who is a Licensed Building Mechanic is interested in this position. He/she is also paid from the Level III Range of the Maintenance Salary Schedule.

This employee would submit a transfer request to be considered for the position since it is a lateral move.

If an employee who is a Warehouseperson is also interested in this position, he/she would have to submit a complete application packet since this is not a lateral move and would require an upgrade from his/her present position.

RESIGNATIONS

If you are anticipating a change in your employment status with the district through a resignation, please use the attached **RESIGNATION/RETIREMENT FORM** and submit this form to your principal or supervisor for approval. When you submit your form, please indicate the effective date of resignation (the last day you will be working with the district). Please remember that **fifteen (15) calendar days' notice is required for resignations for support staff**. By providing us with this information at this time, you will be assisting the district to effectively plan staffing needs for next year.

RETIREMENTS

If you are anticipating a change in your employment status with the district through a retirement, you may use the attached **RESIGNATION/RETIREMENT FORM** or submit your own letter to your principal or supervisor for signature and approval. When you submit your letter, please indicate the effective date of retirement (the last day you will be working with the district). Please remember that **fifteen (15) calendar days' notice is required for retirements for support staff**. By providing us with this information at this time you will be assisting the district to effectively plan staffing needs for next year. The forms can be obtained by going to our website at www.gisd.k12.nm.us

Thank you for your cooperation in this matter and if you have any questions, please feel free to contact Vanessa Garcia, Support Staff Specialist at (575)882-6227.


BAB:lh

Travis L. Dempsey
Superintendent



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Anthony, N.M. 88021
Phone: (575) 882-6200

DATE : January 27, 2022
TO : Building Principals/Supervisors
FROM : Barbara A. Browder, Ph.D., Associate Superintendent for Human Resources 
SUBJECT: **Support Staff** Job Actions for 2022-2023 School Year--Transfers, Resignations and Retirements

Attached to this email is important information relating to transfers, resignations and retirements. Please download, duplicate and **POST** a set of these documents in your most visible areas for viewing by all employees.

- **Policy GDJ- (Adopted 10/11/12)**
- **GCK-R –Regulations on Transfers (R02/16/10)**
- **Request for Transfer Form GCK-R1a (R3/6/17)**
- **Resignation/Retirement Form (R1/18/17)**

Individuals interested in applying for a transfer or who will be resigning or will be retiring at the end of the 2021-2022 school year must follow the required process and complete the appropriate forms which are available on the district website under Human Resources.

Should you have any questions, please feel free to contact Vanessa Garcia, Support Staff Specialist at (575)882-6227.

Thank you.

SUPPORT STAFF ASSIGNMENTS AND TRANSFERS

Assignments

The Superintendent will determine all support staff assignments. Such assignments shall be based on the needs of the District.

Transfers

The transfer of support staff members will be based on the needs of the District. Assignments may be changed to serve the best interests of the District.

It shall be the policy of the Board that personnel be assigned on the basis of their qualifications, the needs of the District, and their expressed desires. When it is not possible to meet all three (3) conditions, personnel shall be assigned first in accordance with the needs of the District, second where the Superintendent determines the employee is most qualified to serve, and third as to expressed preference of the employees.

The Superintendent shall have the responsibility for the assignment of all personnel throughout the District.

The resolution of any conflicts over the need for a transfer shall be based on what is best for the instructional program, the needs of the students, and the overall needs of the District as defined by the Superintendent.

Adopted: date of manual adoption

REGULATION**REGULATION****PROFESSIONAL STAFF ASSIGNMENTS
AND TRANSFERS**

Licensed employees shall be employed within the scope of their certification.

Changes in assignment for employees shall not be made prior to consultation between the principal or supervisor and affected employee. Changes shall be based on verifiable instructional program requirements, employee placement on the three (3)-tiered pay scale, to meet the documented growth needs of the employee, or to ensure that all positions are filled by a highly qualified teacher.

Reasonable efforts will be made to accomplish needed adjustments through a voluntary process, i.e., qualified volunteers will be considered first. The minimum qualifications needed for the adjustment shall be publicly posted at each work site for a minimum of five (5) workdays, except in emergency situations.

The staff member may request and shall receive the reasons for the denial of a voluntary transfer.

An employee desiring a transfer effective the following school year must fill out a form requesting reassignment. This request will be good for one (1) year beginning April 15 of the current year. A copy of this form must be sent to the Human Resources Director.

Transfers shall not be denied in retaliation against the employee for exercising the employee's legal or contractual rights.

Transfer forms shall be posted on the District web site.

Reasonable efforts will be made to accomplish needed adjustments through a voluntary process, i.e., qualified volunteers will be considered first.

In accomplishing necessary voluntary transfers, those who have already received training that qualifies them for the subject or grade level they are seeking shall be considered first. If two (2) or more applicants are qualified for the open position, seniority shall be considered. Where seniority is the same, transfer will be determined by training as based on the T and E index. The person with the most training shall be on the top of the list.

When staff adjustment requirements cannot be met through the voluntary process, every effort will be made to consider individual and program needs in the course of the involuntary transfer process. Except for good cause shown, the employee with the least seniority shall be selected first for involuntary transfer.

Prior to the final identification of a transferee(s) or initiation of a transfer(s), there shall be consultation regarding same between the principal/supervisor and the employee(s) being considered for transfer.

GADSDEN INDEPENDENT SCHOOL DISTRICT

The employee shall have a minimum of two (2) weeks notice prior to assuming the new assignment, except in emergencies.

Staff Transfer to Vacancies

When a full time vacancy exists, in any position in the District, and the District decides to fill the vacancy, the District will fill the vacancy with the most highly qualified individual available, where there are applicants of equal qualification the applicant who is currently a District employee will be given preference.

Vacancies for all positions in the bargaining unit that the District determines to fill shall be posted on the District's web page at www.gisd.k12.nm.us, a paper copy shall be posted at the Human Resources office at the Gadsden Administrative Complex and at the work site where the job is to be filled.

Employees who wish to be considered for vacancies that occur during the summer months may submit a request for consideration prior to April 1 of each school year. The District will consider these applications for the positions identified.

Vacancy posting shall contain the specific identification of the vacant positions, the work site at which the vacancy exists, the position's major responsibilities, minimum license/certificate and skills needed for the position, the name of the person to whom the application should be sent, the salary range, and the deadline for submission of applications.

Licensed personnel who are selected for a vacancy which is a lateral non-promotional move during the instructional year will normally assume the position two (2) weeks after being selected. More time may be granted by the receiving principal, however that time shall not exceed one (1) month.

The District will, whenever possible, hire maintenance personnel who are licensed or certified to perform their work.

The union will be consulted when a job description is to be updated. The updating of a job description that may result in the position being removed from the bargaining unit will only be done through the negotiation process.

Employees will be provided a copy of their job description upon initial hire, transfer, and upon revision.

**GADSDEN INDEPENDENT SCHOOL DISTRICT
REQUEST FOR TRANSFER
(A2/15/90; R2/10/97; R2/6/98; R5/13/04; R2/1/08; R2/16/10; R3/6/17)**

TO: _____
Name of Building Principal/Supervisor

FROM: _____
Name of Employee Requesting Transfer School Site

Current Assignment Years with GISD Teaching License Level (if applicable)

DATE: _____

SUBJECT: Request for Transfer for the _____ School Year

I AM REQUESTING A TRANSFER TO THE SCHOOL/SITE LISTED BELOW:

- **Certified Staff** are eligible for transfer upon completion of two years of successful evaluation cycles. If the employee is in the second year of employment with the district and wishes to request a transfer, the building principal will decide if the employee's performance is sufficient to keep the employee in good standing.
- **Support Staff** are eligible for transfer upon completion of one year of successful performance in the current position. A transfer may be initiated by the administration on the basis of the individual's preparation, nature of experience and ability to fit the needs of a particular assignment or, at the discretion of the Superintendent, when necessary, to serve in the best interest of the school district. Procedures for transfers that involve staffing new schools or moving entire grade level(s) from one campus to another will be adhered to according to district administrative regulation GCI-R1a(c).

SECTION I: Requested School/Site (*list in order of preference*):

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

SECTION II: Requested Position(s)—Include Grade Level and/or Subject Area
(Must be licensed/endorsed in areas of transfer request)

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

SECTION III: **Relatives Employed with GISD *(include relationship and work site):***

- | | | |
|----------|--------------|-----------|
| 1. _____ | _____ | _____ |
| Name | Relationship | Work Site |
| 2. _____ | _____ | _____ |
| Name | Relationship | Work Site |
| 3. _____ | _____ | _____ |
| Name | Relationship | Work Site |

SECTION IV: **Signatures**

_____ Signature of Employee	_____ Date
_____ Signature of Building Principal/Supervisor	_____ Date
_____ Signature of Executive Associate Superintendent/HR	_____ Date

Transfer Approved _____	Transfer Disapproved _____
Reason for Disapproval: _____	

GADSDEN INDEPENDENT SCHOOL DISTRICT
P.O. DRAWER 70
ANTHONY, NEW MEXICO 88021

RESIGNATION/RETIREMENT FORM

(R2/1/08; R5/14/08)

TO: EXECUTIVE ASSOCIATE SUPERINTENDENT FOR HUMAN RESOURCES

(Employee-Please Print)

(Date)

I hereby tender my resignation/retirement effective _____

(Circle one)

(last day worked)

REASONS: _____

Position

Location

Employee Signature

XXX-XX-
Social Security Number

RECEIPT ACKNOWLEDGED:

Supervisor

Date

Executive Associate Superintendent for Human Resources

Date

*For office use only Grade Level or Subject area: _____ Position # _____