

# Know Your Rights

## Administrative Transfers

While the assignment of personnel is customarily a management right, UTLA has negotiated language to defend the rights of our members who feel a strong connection to their students and their work sites.

**Purpose** – The proposed administrative transfer cannot be arbitrary or capricious but must be “deemed to be in the best interest of the educational program of the District.” Article XI, Section 2.0.

**Notice** – Anyone facing an administrative transfer should be notified and counseled by the responsible administrator. It is imperative that you request written reasons for the transfer. Article XI, Section 2.0.

**Mediation** – You have the right to request, in writing, a mediation within (5) days after receiving notice. If the District does not agree to the mediation, you have fifteen (15) days to file a grievance. Article XI, Section 2.1.1.

**Mandatory Mediation** – Where the proposed transfer is due to “reasons related to the exercise of protected Union activity,” you have a right to mediation. Article XI, Section 2.1.2.

**Grievance** – If the matter is not resolved through mediation, or if the District refuses to grant the requested mediation, you may file a grievance within fifteen (15) days. Article XI, Sections 2.1.1(d), 2.1.2(b).

**Confidentiality** – Whether you are contesting the transfer through mediation or through the grievance processes, confidentiality rules apply; accordingly, the issues and circumstances surrounding the proposed transfer cannot be discussed publicly. Article XI, Section 2.1.3; Article V, Section 4.0-4.1.