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The Council of Chief Negotiators Recommended Procedure for Hiring a Teacher Under Contract With Another District

The Council of Chief Negotiators recommends this procedure for use when hiring a teacher under contract in another school district. The recommended guidelines are as follows:

1. The hiring school district is always encouraged to check references with the building and HR office prior to making an employment offer. Checking a reference should indicate to a school district that a teacher is interviewing for a job elsewhere.
2. When it is apparent that a teacher under contract, or on layoff, in another school district will accept an employment offer elsewhere, the receiving district's personnel director should notify the other school district's personnel director about the offer. The receiving district should encourage the teacher to notify his/her building administrator and/or personnel director about the offer/acceptance.
3. If the offer is made prior to July 31, the receiving school district is not obligated to negotiate the release terms for the teacher. If the offer is made between July 31 and the start of the school year or during the school year, the receiving school district shall contact the teacher's current employer and mutually agree to a reasonable release of the teacher from his/her contract.
4. The receiving district's personnel director should encourage the teacher under contract, or on layoff, to tender his/her resignation, no later than upon Board approval, and ask for a copy of said letter.
5. The school districts may want to discuss the transfer of fringe benefit coverage for the teacher and discuss any reimbursement for specialized training.

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