

April 13, 2015

To: Identified Involuntary Instructional Personnel

From: Seymour Brown, III, Ed.D., Director, Human Resources  
Carol Norton, Director, Human Resources

Re: 2015/2016 Involuntary Placement Process

It is the shared vision of all stakeholders that Pinellas County Schools facilitate an involuntary placement process which efficiently and effectively maximizes the opportunity for displaced teachers to be transferred to a position in which they are certified and highly qualified, and which complies with the guidelines of the PCTA collective bargaining agreement.

To this end, and in response to feedback from teachers and administrators, and in collaboration with the union, the initial involuntary transfer process dates are from Monday, April 13, 2015, to Friday, April 24, 2015. Please review this entire memo for important information regarding the process for the 2015/2016 school year.

## **TIMELINE**

### **April 13, 2015 – April 24, 2015- Involuntary Transfer Period**

- A list of all current vacancies for the 2015/2016 year will be sent to all identified involuntary instructional personnel so they can contact the schools directly to be considered for any available position(s). This list will be updated and resent to administrators and involuntary instructional personnel on a periodic basis.
- A list of all identified involuntary instructional personnel will be sent to all administrators.
- The process will be:
  - Administrators will consider and recommend any involuntary personnel on the list.
  - Seniority will be a consideration for identified involuntary instructional personnel.
  - Involuntary instructional personnel can send a letter of intent and resumé to schools to show their interest in vacant position(s).
  - Principals will select individuals for positions who meet the certification requirements for their vacancies.
  - Principals will submit a recommendation to HR placement team via a transfer form.
  - The human resources office will make all involuntary transfer offers after reviewing credentials.
- Involuntary instructional personnel may apply and interview with a priority school at any time.
- On April 22, Human Resources directors will work with principals to continue placing any remaining involuntary instructional personnel and continue to place as they are identified throughout the voluntary transfer process which ends on July 9, 2015.

**April 27, 2015 - July 9, 2015 Voluntary/Involuntary Transfer Period**

- Administrators must complete a Vacancy Posting Form which will require approval from the HR Directors prior to being posted. (Requested postings may be filled by HR with any remaining involuntary personnel if they meet certification requirements.)
- Teachers who were placed during the Involuntary Transfer period (April 13th – April 24th) by HR may participate in the Voluntary Transfer period.
- All vacancies must be posted for a minimum of two days.
- All applicants must follow the posting instructions and meet all required deadlines.
- Administrators need to select individuals for their position(s) who meet the certification requirements for their vacancies.
- Administrators will submit recommendation(s) to HR placement team via a transfer form.
- The Human Resources office will make all transfer offers after reviewing credentials.
- A person may only transfer one time during the April 27th – July 9th Voluntary Transfer period.

If you have any questions or concerns regarding the transfer processes, feel free to contact the appropriate placement team. For elementary schools, please call 588-6285; for middle and high schools, ESE centers and PTCs, please call 588-6289.