

February 17, 2014

To: All Principals and Administrators

From: Seymour Brown, III, Director  
Elementary Placement, Substitutes, EEO Compliance

Carol Norton, Director  
Secondary Placement, Credentialing, Recruitment

Re: 2014/2015 Transfers

In response to feedback from teachers and administrators as well as collaboration with the unions, the transfer process is outlined as follows. Teachers will be asked to complete an "Intent to Transfer" form on Employee Self-Service. It will not require teachers to identify schools or subjects for which they are interested. All identified positions **must be posted** on the **intranet** for a **minimum of two (2) days**.

Please feel free to contact your placement director with any questions or concerns, once you receive the posting instructions. For assistance with the posting, please contact Mike Domke at 588-6379. You may also contact your placement specialist for additional assistance.

**Please be advised that if the district has not approved a teacher for reappointment for the 2014/2015 school year, the teacher is not eligible for a transfer. This includes any teacher listed Out-of-Field, Not Highly Qualified, on a DROP extension, on a temporary contract (i.e. job share, partial contract, remainder of the year, in place of a leave, federally-funded position), part-time hourly, or substitute teachers.**

#### **Highlights**

- ❖ Teachers may begin completing, upon receipt of this email, an "Intent to Transfer" form on Employee Self-Service (ESS).
- ❖ Openings at priority schools will not require a transfer form.
- ❖ Submission of an "Intent to Transfer" form must be completed on ESS by February 28, 2014. Teachers not approved for reappointment for the 2014/2015 school year **are not eligible for a transfer** (i.e. job share, temporary contract, Out-of-Field, Not Highly Qualified, DROP extension, federally-funded positions, in place of leave), part-time hourly, or substitute teachers.
- ❖ Principals will receive a list of teachers who have submitted an intent to transfer, and are cleared to participate in the transfer process, the week of **March 3, 2014**. This list will be updated on an ongoing basis.
- ❖ The two transfer window dates are Wednesday, March 12 – Wednesday, April 9, 2014, and Monday, April 28 – Thursday, June 19, 2014.
- ❖ All positions must be posted for a minimum of two (2) days using the process described above.
- ❖ Teachers will be able to monitor vacancies via both the internet and intranet.
- ❖ Interview committees must consist of at least three members including at least one member of your instructional staff.
- ❖ Screening for interviews will be according to the following bargained guidelines:
  - ❖ Three categories of status: voluntary by seniority, involuntary by seniority, and administrator discretion

- ❖ The number interviewed by administrator discretion may not exceed:
  - ❖ The number of voluntary by seniority
  - ❖ The number of involuntary (if there are that many who applied for the position).
- ❖ **Please remember that only the personnel office may make transfer offers after reviewing credentials.**

**\*\* It is critical that you maintain accurate records of your documented selection process. \*\***

**If a principal does not select anyone from the pool of teachers who expressed an interest in the specific posting, he/she must write a rationale explaining why each candidate was not selected. The Assistant Superintendent, Human Resources Services must approve the rationale. If the rationale is not accepted, the principal must select one of the teachers who expressed an interest in the posting.**

**Upon acceptance of the rationale by the Assistant Superintendent, Human Resources Services, the principal may reopen the interview process through the end of the transfer process.**

**All recommendations must be received in Human Resources by Friday, April 11, 2014, for the first cycle and Tuesday, June 24, 2014, for the second cycle. For your convenience, our FAX numbers are 588-6328 (Elementary) and 588-5001 (Secondary and Centers).**

- ❖ Once a teacher accepts a transfer this will complete the transfer process and the teacher may no longer interview.
- ❖ Involuntary Placement Fair - Friday, April 18, 2014 (Pinellas Park High School).

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