

**LICENSED TRANSFER MANUAL
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2010-2011 Licensed Transfer Process Calendar/Timeline

November 2009

- Impact meetings held at schools likely to be affected by large numbers of transfers.

Tuesday, December 1, 2009

- E-mails to Principals reminding them of Round I process and timeline for the entire transfer process.
- E-mails to licensed staff providing information about Round I process via the automated transfer website and timeline for the entire transfer process.
- Round I begins. Teachers may submit transfer applications online.

Thursday, December 3, 2009

- First Transfer Process Q&A for Teachers, Eagle Ridge Middle School auditorium, 4:30 p.m. - 5:30 p.m.

Thursday, December 10, 2009

- Second Transfer Process Q&A for Teachers, Eagle Ridge Middle School auditorium, 4:30 p.m. - 5:30 p.m.

Tuesday, January 5, 2010

- Round I applications due to the Department of Personnel Services via the automated transfer website.

Wednesday, January 6, 2010

- Round I opens for Principals to review applications.

Wednesday, January 6, 2010 through

Thursday, February 18, 2010

- Principals conduct interviews with teachers interested in transferring to their schools.

Monday, February 1, 2010

- EOY and work agreements released/declared vacant. EOY positions must be posted during Round II.

Friday, February 12, 2010

- Deadline for teachers on Leave Without Pay to notify DPS if they plan to return for 2010-2011.

Thursday, February 18, 2010

- Principals complete interview recommendations for transfers on the Principals' web page by 3:00 pm.

**Tuesday, February 23, 2010 through
Friday, February 26, 2010**

- Transfers and destaffs placed

Wednesday, March 3, 2010

- Transfer lists sent to Principals.

Monday, March 8, 2010

- Transfer notification letters (voluntary, involuntary, not transferred) are e-mailed.

Tuesday, March 9, 2010

- Round II opens.

**Thursday, April 1, 2010 through
Friday, April 2, 2010**

- Spring Break, no postings for Round II.

Friday, May 21, 2010

- Last day to post openings for Round II.

Wednesday, May 26, 2010

- Round II ends.

Friday, May 28, 2010

- Deadline for hiring teachers under contract to other Virginia School Divisions.

Monday, May 31, 2010

- Memorial Day Holiday.

Tuesday, June 1, 2010

- Round III begins.

Friday, July 30, 2010

- Round III ends.

Note: One Year Only contract holders will be placed by the end of Round II (Wednesday, May 26, 2010), once positions have been posted for at least 3 days.

Loudoun County Public Schools
Licensed Transfer Process
2010-2011

TRANSFER PROCESS – FREQUENTLY ASKED QUESTIONS

QUESTION	Answer
1. What is my Employee Identification Number?	<i>Your Employee Identification Number is your Personal Identification Number (PID). If you do not know your PID, you may contact the Department of Personnel Services.</i>
2. If I enter Round I of the Transfer Process, am I <u>more</u> at risk for being involuntarily transferred to a school not of my choice?	<i>No.</i>
3. I registered online for the transfer process last year. Do I need to register again?	<i>Yes, each year the transfer process begins anew – no carryovers from the previous year.</i>
4. May I request a transfer to another area where I hold licensure?	<i>Yes, even if you do not want to change schools, you can enter the transfer process to change subject areas for which you are endorsed and considered highly qualified.</i>
5. If I do not get the transfer I requested in Round I, may I apply in Round II and Round III?	<i>Yes.</i>
6. If I accept the transfer I requested in Round I, can I apply to transfer in Rounds II and III?	<i>No.</i>
7. If I get involuntarily transferred in Round I, may I apply in Round II and Round III?	<i>Yes. Any teacher (probationary or continuing contract) who is involuntarily transferred in Round I may apply in Rounds II and III.</i>

8. What is meant by “voluntary” and “involuntary?”	<i>Voluntary means you voluntarily entered the transfer process and received a transfer to a requested position or location. Involuntary means that you received a placement that you did not request.</i>
9. If I get involuntarily transferred in Round I, what are my options?	<i>All teachers who are involuntarily transferred may also apply for any openings posted in Round II and/or Round III. Please refer to regulation 7-12.</i>
10. If I were involuntarily transferred in Round I, and accept a position in Round II, may I still apply to go back to my original school in Round III?	<i>Yes.</i>
11. How will I find out if I have been transferred?	<i>You will be notified by e-mail (at the e-mail address you entered for the Transfer Process) on Monday, March 8, 2010.</i>
12. If I apply in Round I to more than one school, do I get to choose?	<i>No.</i>
13. May I transfer to a Dean or Department Chair position?	<i>No. These positions are posted, similar to other administrative positions, on the LCPS website.</i>
14. What does “EOY” mean?	<i>End of Year Contract</i>
15. May I apply for a transfer even if this is my first year with LCPS?	<i>Yes, if you are subject to destaff at Harmony Intermediate, Blue Ridge Middle School, Heritage High School, Loudoun Valley High School, Stone Bridge High School or Loudoun County High School.</i>
16. May I apply for a transfer if I am on the “December List?”	<i>No. If your Principal has placed you on the “December List” you are not allowed to participate in any round of the transfer process.</i>
17. Can I change the forms for each position I apply?	<i>No.</i>
18. Who will notify me if I am selected for an interview for each position I apply?	<i>If you are selected for an interview, you will be notified by the appropriate principal.</i>

19. Who will notify me if I am selected for a transfer?	<i>An Administrator from the Department of Personnel Services will contact you if you are selected for transfer.</i>
20. Is all of the information saved between rounds?	<i>Yes. The Relevant Experience Form and the Transfer Application will be saved from Round I to Round II.</i>

Loudoun County Public Schools

Licensed Transfer Process

Variables considered when destaffing:

<p><i>ENDORSEMENTS</i></p>
<p><i>EXPERIENCE IN YEARS WITH LCPS</i></p>
<p><i>ADDRESS</i></p>
<p><i>RESIGNATIONS</i></p>
<p><i>RETIREMENTS</i></p>
<p><i>END OF YEAR CONTRACT</i></p>
<p><i>VACANCIES CAUSED BY VOLUNTARY AND INVOLUNTARY TRANSFERS</i></p>
<p><i>ANY PREVIOUS INVOLUNTARY TRANSFERS</i></p>

TO: All Hiring Managers

FROM: Dr. Mary Ann Hardebeck, Assistant Superintendent for Personnel Services
Larry W. Hopson, Acting Director of Recruiting and Staffing
Paul H. Webb, Jr., Director of Employee Relations
Delores S. Creech, Personnel Specialist
Kristi L. Hurd, Personnel Specialist
Jay L. Longerbeam, Personnel Specialist
Linda S. Robinson, Personnel Specialist (Substitute)

SUBJECT: 2010-2011 Automated Licensed Employee Transfer Process

The transfer process for the 2010-2011 school year will be organized into three rounds. This year marks our eighth year of the Transfer Process in its totally automated format. Teachers simply visit the Loudoun County Public Schools' Website www.loudoun.k12.va.us and click on the icon "Licensed Employee Transfer Process" to apply online.

Round I Information

Round I begins Tuesday, December 1, 2009 and ends for teachers on Tuesday, January 5, 2010. Principal information on Round I is available from Wednesday, January 6, 2010, until Thursday, February 18, 2010.

The Licensed Transfer Process for 2010-2011 opens Tuesday, December 1, 2009. Any teacher (probationary or continuing contract) who may be subject to destaffing from Harmony Intermediate School, Blue Ridge Middle School, Loudoun Valley High School, Heritage High School, Stone Bridge High School, or Loudoun County High School is eligible to apply in the Round I transfer process.

All other continuing contract licensed employees may also participate in Round I. Teachers holding the following positions may not participate:

- A position that is 0.4 FTE or less
- End-of-Year contract
- One-Year-Only contract
- Visiting International Faculty status
- December List or Unsatisfactory Evaluation Rating

Information about the Licensed Transfer Process may be found on the Intranet under "Personnel."

Round I applications may be filed from Tuesday, December 1, 2009, until 3:00 p.m. on Tuesday, January 5, 2010. **Entry into Round I of the transfer process is not binding.**

Upon the completion of Round I and the Destaffing Process, principals will receive a letter for each employee who will be transferred (either voluntarily or involuntarily) and asked to distribute these letters to the employees. The Department of Personnel Services will also e-mail each employee in the transfer process on Monday, March 8, 2010, as a notification of transfer status.

Round II Information

Round II begins Tuesday, March 9, 2010 and ends on Wednesday, May 26, 2010.

Licensed employees may log into the Transfer Process website to view vacancies, which will be posted for **three (3) business days**. Administrators may log into the Principal Log-In or Program Supervisor Log-In to view any interested applicants. Only eligible applicants who have completed the Transfer Application Form and Relevant Experience Form will be listed. **The Department of Personnel Services will notify the applicants who are selected.**

Round III Information

Round III begins on Tuesday, June 1, 2010 and ends on Friday, July 30, 2010.

After the completion of Round II of the Licensed Employee Transfer Process, positions will continue to be posted for a three-day period. **Involuntarily transferred licensed employees** and other eligible employees may apply for any position posted in Round III.

These positions will NOT be posted on an interactive site as in Round II. The Transfer Process Home Page will contain a link to a *Round III Postings* page. All eligible licensed employees can access the Transfer Process website until Friday, July 30, 2010, to see the posted vacancies. These posted positions will be open for **three (3) business days**. Principals will choose whom to interview for their open positions, then use the *Hiring Request Form* to notify his/her Personnel Specialist of the applicants interviewed and the applicant chosen for transfer to that school. **The Department of Personnel Services will notify the applicants who are selected.**

General Rules for the Licensed Transfer Process:

1. The Licensed Transfer Process for 2010-2011 opens Tuesday, December 1, 2009. Any teacher (probationary or continuing contract) who may be subject to destaffing from Harmony Intermediate School, Blue Ridge Middle School, Loudoun Valley High School, Heritage High School, Stone Bridge High School, or Loudoun County High School is eligible to apply in the Round I transfer process.

All other continuing contract licensed employees may also participate in Round I. Teachers holding the following positions may not participate:

- A position that is 0.4 FTE or less
- End-of-Year contract
- One-Year-Only contract
- Visiting International Faculty status
- December List or Unsatisfactory Evaluation Rating

Information about the Licensed Transfer Process may be found on the Intranet under "Personnel."

Round I applications may be filed from Tuesday, December 1, 2009, until 3:00 p.m. on Tuesday, January 5, 2010. **Entry into Round I of the transfer process is not binding.**

2. No licensed employee will be allowed to voluntarily transfer more than one (1) time for the 2010-2011 contract year. *Teachers who were involuntarily transferred will be able to apply to transfer to any position in Round II and Round III. Please refer to regulation 7-12.*
3. Round I will begin on Tuesday, December 1, 2009. All requests for Round I must be submitted by 3:00 p.m. on Tuesday, January 5, 2010. If available, Transfers for Round I *should be completed* by March 1, 2010.
4. Round II will begin on Tuesday, March 9, 2010, and will end on Wednesday, May 26, 2010.
5. Round III will begin on Tuesday, June 1, 2010, and will end on Friday, July 30, 2010.
6. Any licensed employee who is being involuntarily transferred from current school must be notified by the current principal prior to the e-mailed notice of transfer from the Department of Personnel Services.
7. The Department of Personnel Services will notify, by e-mail, all transfer applicants, whether or not they are transferred. Any licensed employee being transferred involuntarily will also be notified by e-mail.

***** REMINDERS *****

1. Hiring Managers may decide whom to interview.
2. Hiring Managers must notify the Department of Personnel Services of the names of those interviewed and the names of those applicants selected. Click the link to the electronic Hiring Request Form to complete this information.

The Hiring Request Form has been modified so that Hiring Managers may select their Personnel Specialist from the drop-down list. Fill in all applicable portions of the form, including the names of those internal applicants

interviewed for your open position and click *Submit*. This information will then be e-mailed directly to your Personnel Specialist. If you do not wish to hire any of the transfer applicants interviewed, this must also be indicated via this form.

3. **You must notify by e-mail those interviewed applicants who are not selected.** You do **not** have to give reasons why they were not selected. You must copy Paul H. Webb, Jr., Director of Employee Relations, on the e-mail notification.

Sample:

"Dear [name of teacher]: Thank you for your interest in [name of school]. You have not been selected for this position. Best wishes to you in your teaching career. Sincerely, [name of principal]."

4. **The Department of Personnel Services will notify candidates who are selected for transfer and make the necessary data entries noting change of assignments. Hiring Managers are not authorized to extend job offers or to tell candidates when to report to work.**

If you have any questions, please contact ***Paul H. Webb, Jr., Director of Employee Relations, at 571-252-1655 or 571-252-1654 or e-mail us at transfers@loudoun.k12.va.us.***

TO: All Licensed Employees

FROM: Dr. Mary Ann Hardebeck, Assistant Superintendent for Personnel Services
Larry W. Hopson, Acting Director of Recruiting and Staffing
Paul H. Webb, Jr., Director of Employee Relations
Delores S. Creech, Personnel Specialist
Kristi L. Hurd, Personnel Specialist
Jay L. Longerbeam, Personnel Specialist
Linda S. Robinson, Personnel Specialist (Substitute)

SUBJECT: 2010-2011 Automated Licensed Employee Transfer Process

The transfer process for the 2010-2011 school year will be organized into three rounds. This year, we are pleased to continue the Transfer Process through total automation. This website method will save time and eliminate the possibility of paperwork being "lost in the mail."

ROUND I

Round I begins Tuesday, December 1, 2009 and ends on Tuesday, January 5, 2010.

The Licensed Transfer Process for 2010-2011 opens Tuesday, December 1, 2009. Any teacher (probationary or continuing contract) who may be subject to destaffing from Harmony Intermediate School, Blue Ridge Middle School, Loudoun Valley High School, Heritage High School, Stone Bridge High School, or Loudoun County High School is eligible to apply in the Round I transfer process.

All other continuing contract licensed employees may also participate in Round I. Teachers holding the following positions may not participate:

- A position that is 0.4 FTE or less
- End-of-Year contract
- One-Year-Only contract
- Visiting International Faculty status
- December List or Unsatisfactory Evaluation Rating

Information about the Licensed Transfer Process may be found on the Intranet under "Personnel."

Round I applications may be filed from Tuesday, December 1, 2009, until 3:00 p.m. on Tuesday, January 5, 2010. **Entry into Round I of the transfer process is not binding.**

All transfer requests must be submitted through the website. No paper or e-mailed submissions will be accepted – NO EXCEPTIONS!! Individuals can make changes to their online submissions through Tuesday, January 5, 2010.

All requests for Round I must be submitted by Tuesday, January 5, 2010. If known, Licensed Employees will be notified of their transfer status on Monday, March 8, 2010. Confirmation of transfer status will be sent via e-mail, letter distribution by principals, and through the Transfer Process website.

No licensed employee will be allowed to voluntarily transfer more than one (1) time for the 2010-2011 contract year. *Teachers who were involuntarily transferred will be able to transfer to any position in Round II and Round III. Please refer to Regulation 7-12.*

Entry into Round I of the transfer process ***is not*** binding.

ROUND II

Round II begins Tuesday, March 9, 2010, and ends on Wednesday, May 26, 2010.

Licensed employees may log into the Transfer Process website to view vacancies, which will be posted for **three (3) business days**. Administrators may log into the Principal Log-In or Program Supervisor Log-In to view any interested applicants. Only eligible applicants who have completed the Transfer Application Form and Relevant Experience Form will be listed. **The Department of Personnel Services will notify the applicants who are selected.**

All positions open to transfer will be posted daily on the Transfer Process website. To find the Transfer Process website, follow these steps:

- **Go to the Loudoun County Public Schools' website www.loudoun.k12.va.us.**
- **Click on Employment > Job Opportunities > Current Employees > Licensed Transfer Process**
- **You will then be presented with the *Licensed Employee Transfer Process* home page.** When you reach the Licensed Employee Transfer Process home page, please take a moment to read the information provided on the home page and the *Policies and Procedures* page. There is also a link for Frequently Asked Questions (FAQs).
- Click *Licensed Employee Log-In* to register and create a User ID and password.
- After registering and providing some personal contact information, you will be able to click a button for *Vacancies*. This will take you to a screen that lists current vacant positions. Each position will be posted for **three (3) business days**. If interested in a position, click Apply next to that position. The administrator listed under the *Apply To* column will be able to see that you are interested in this open position **ONLY IF YOU HAVE ALSO COMPLETED THE APPLICATION AND RELEVANT EXPERIENCE FORMS ONLINE.**
- **Please note that the "Transfer Application" must be completed at the beginning of each Round. Only the "Relevant Experience Form" will be saved between Rounds I and II.** If you completed Relevant Experience Form in Round I, you can update this form for Round II, then click *Submit* to make sure that your information is updated.

- If you wish to be considered for a posted position you must do the following:
 1. Complete/update and submit online a **Licensed Employee Transfer Application**.
 2. Complete/update and submit online a **Relevant Work Experience Form**.
 3. Click *Apply* next to the desired position. **FAILURE TO COMPLETE ANY OF THESE THREE (3) STEPS WILL RESULT IN DISQUALIFICATION.**
- You will receive a confirmation after each successful application and can review all positions applied for by clicking the appropriate button, *Positions Applied For*. If you have applied for a position by mistake, you can delete this selection on the *Positions Applied For* page.

Principals and Program Supervisors will decide which applicants they will interview.

If you applied in Round I for a transfer and a job becomes available at the location for which you expressed interest, you **MUST** submit a specific application for a posting in Round II or Round III.

ROUND III

Round III begins on Tuesday, June 6, 2010, and ends on Friday, July 30, 2010.

Round III will begin after Round II and is open for all eligible Loudoun County Licensed Employees. Positions for Round III will NOT be posted on an interactive site as in Round II. The Transfer Process Home page will contain a link to a *Round III Vacancies* page. All eligible Licensed employees can access the Transfer Process website until Friday, July 30, 2010, to see the posted vacancies. These posted positions will be open for **three (3) business days**.

General Rules:

1. The Licensed Transfer Process for 2010-2011 opens Tuesday, December 1, 2009. Any teacher (probationary or continuing contract) who may be subject to destaffing from Harmony Intermediate School, Blue Ridge Middle School, Loudoun Valley High School, Heritage High School, Stone Bridge High School, or Loudoun County High School is eligible to apply in the Round I transfer process.

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2. No licensed employee will be allowed to voluntarily transfer more than one (1) time for the 2010-2011 contract year. *Teachers who were involuntarily transferred will be able to transfer to any position in Round II and Round III. Please refer to regulation 7-12.*
3. Any licensed employee who is being involuntarily transferred will be notified by the current principal prior to receiving the e-mail notice of transfer from the Department of Personnel Services.
4. No openings will be posted after Wednesday, July 28, 2010.
5. Principals will notify by e-mail those interviewed applicants who are not selected in Round II and Round III.
6. The Department of Personnel Services will notify the applicants who are selected for transfer.
7. The positions in Round II and Round III are posted only once. You cannot apply after the closing date.
8. A complete automated transfer application includes: a transfer application, a relevant experience form and a school location request form (Round I only).
9. E-mail notification will be provided prior to the beginning of each Round giving you instructions for participation in the Licensed Transfer Process.

To apply online, simply follow these instructions:

- Go to the Loudoun County Public Schools' Website www.loudoun.k12.va.us
- Click Employment – Job Opportunities – Current Employees – Licensed Transfer Process
- You will then be presented with the *Licensed Employee Transfer Process* Home Page.
- Follow the on-screen instructions for the Transfer Process and submit.

A NOTE REGARDING CONTRACTS FOR 2010-2011:

SIGNING YOUR CONTRACT WILL NOT PREVENT A TRANSFER. IF YOU ARE SELECTED FOR A TRANSFER AFTER SIGNING YOUR CONTRACT, YOU WILL NOT RECEIVE A NEW CONTRACT. INSTEAD, YOU WILL RECEIVE WRITTEN VERIFICATION OF YOUR PLACEMENT FOR THE 2010-2011 SCHOOL YEAR.

THE DEPARTMENT OF PERSONNEL SERVICES WILL NOT BE RESPONSIBLE FOR MISDIRECTED OR INCOMPLETE TRANSFER SUBMISSIONS AND CANNOT MAKE CHANGES RELATIVE TO YOUR TRANSFER APPLICATION ONCE SUBMITTED.

If you have any questions, please contact ***Paul H. Webb, Jr., Director of Employee Relations***, at ***571-252-1655 or 571-252-1654*** or e-mail us at ***transfers@loudoun.k12.va.us***.