

BALTIMORE CITY PUBLIC SCHOOLS

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MEMO

To: All Principals and Teachers

From: Dr. Kim Lewis, Human Capital Officer

Date: April 23, 2013

Re: Voluntary Transfer Registration and Processes

The Office of Human Capital (OHC) will open the registration for the Voluntary Transfer process on April 25th to all employees who meet the eligibility criteria. Below is information on the Voluntary Transfer process and procedures:

Eligibility Requirements

All tenured teachers are eligible for voluntary transfer, UNLESS:

- They received an official dismissal notice

Non-tenured teachers are ONLY eligible for voluntary transfer if:

- They are displaced as a result of placement at a closing school
- They are displaced as a result of Surplus

Please reference the chart below for further clarification:

| Status | Eligible for Voluntary Transfer | Ineligible for Voluntary Transfer |
|-------------|--|------------------------------------|
| Tenured | Rated satisfactory or proficient Rated unsatisfactory or on PIP and did not receive official dismissal notice | Received official dismissal notice |
| Non-Tenured | Displaced as a result of placement at a closing school Displaced as a result of Surplus | All other non-tenured teachers |

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4. Staff with unsatisfactory year-end evaluations or who have been on a Performance Improvement Plan (PIP) cannot be moved from their current location/position without prior approval from the Office of Human Capital—Labor Relations.
 - a. Staff with unsatisfactory year-end evaluations or those who have been on a Performance Improvement Plan will be eligible to participate in the voluntary transfer fair.

- i. If the staff member does not successfully find alternative placement, the staff member will remain at the current school.
 - ii. If the staff member successfully finds alternative placement, only then can the position be eliminated and/or a vacancy be created.
- b. Teachers who receive official non-renewal or dismissal notices from the Office of Human Capital are not eligible to participate in the voluntary transfer process.
- c. There will be a window of mutual consent for the hiring process as defined by the Office of Human Capital. Once of window of mutual consent has closed, staff will be assigned to active vacant positions by the Office of Human Capital.
- d. The complete guidance about the voluntary transfer process can be found in the Principals' Toolkit and on the Human Capital website.

Voluntary Transfer Registration

All employees who meet the eligibility requirements for voluntary transfers can register from April 25 – May 9 by logging into the “Voluntary Transfer Fair Registration” link on the ERP Portal Page at <https://ebs.bcps.k12.md.us/bcpss.html>. Once registered, employees will receive further logistical information confirming registration, location, time, and specific job opportunities through his/her City Schools email.

Open Interview Period and Vacancy Posting

- Teachers may interview with principals who have vacancies posted during the Open Interview Period from **May 13 to May 31**.
- Vacancies will be posted in the Strategic Staffing Tool as they become available.

Voluntary Transfer Fair

The Voluntary Transfer Fairs (VTF) will be held between **Monday, May 13 and Friday, May 17** for teachers who have pre-registered on-line. Only pre-registered teachers will be admitted to the Transfer Fairs. Teachers who complete the on-line registration process but are unable to attend the VTF may initiate direct contact with the principals of the schools to which they are seeking a voluntary transfer.

Principal Selection and Employee Placement

Principals or their designated hiring representatives are required to attend one of the Transfer Fair dates.

The principal or designated hiring representative may recommend placement based on the interview and the verification of vacant positions in the staffing model. If a position is offered and accepted, the receiving principal will submit a Recommendation to Hire form (which much include teacher consent) to the Office of Human Capital through the Human Capital Specialist. Once confirmed by the Office of Human Capital, the principal and teacher will receive email confirmation of the approved placement.

Teachers may only accept one assignment. When a transfer is submitted and approved, no further placements should be pursued. Those who accept more than one assignment may be subject to disqualification for any transfer.

Please be advised that all requests are subject to final review and approval by the Office of Human Capital based on verifiable or projected vacancies. If a Recommendation to Hire form submitted by the principal is rejected, the teacher may pursue other opportunities. Again, **Recommendation to Hire forms must be completed and received by the Office of Human Capital no later than COB May 31.**

Voluntary Transfer Timeline

| Date | Voluntary Transfer Process |
|-----------------------------|--|
| April 25, 2013 | Voluntary transfer registration opens for candidates |
| May 9, 2013 | Voluntary transfer registration closes |
| May 11, 2013 | Listing of all staff requesting voluntary transfer will be available in the Strategic Staffing Tool |
| May 13, 2013 | Open Interview Period begins for all staff requesting voluntary transfers |
| May 13- May 17, 2013 | Voluntary Transfer Fairs |
| May 31, 2013 | Open Interview Period closes |
| May 31, 2013 | All Recommendation to Hire forms must be submitted by the principal, signed by the teacher and receiving principal, and forwarded to the OHC <u>no later than COB May 31, 2013.</u> |