

**Policy Outline**

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**I. Policy Value Statement**

The Board of Education of Howard County (Board) recognizes that the human resources of the school system are the most critical element in enabling the Howard County Public School System (HCPSS) to carry out its mission successfully.

The administrative transfer of a teacher is authorized under Maryland statute when, in the judgment of the Superintendent, such transfer would serve the overall needs of the HCPSS.

**II. Purpose**

The purpose of this policy is to establish a clear process for the administrative transfer of teachers without limiting or proscribing in any way the statutory authority of the Superintendent to transfer certificated personnel as the needs of the schools require.

**III. Standards**

- A. Administrative transfers are essential to the school system's effective utilization of human resources and fall within the statutorily prescribed authority of the Superintendent.
- B. The administrative transfer of a teacher is usually initiated by the principal and requires the approval of the Superintendent/designee.
- C. Request for a voluntary transfer is initiated by a teacher in compliance with HCPSS Office of Human Resources timelines and procedures.
- D. The processes for voluntary and involuntary transfers are established by the HCPSS Office of Human Resources in compliance with the terms of the Master Agreement

between the Board of Education of Howard County and the Howard County Education Association (HCEA) and communicated annually through standard communication channels.

#### **IV. Responsibilities**

- A. The Superintendent/designee will provide annual notification of this policy to principals.
- B. Principals will provide annual notification of this policy to teachers.

#### **V. Delegation of Authority**

The Superintendent is authorized to develop appropriate procedures to implement this policy.

#### **VI. Definitions**

- A. Administrative Transfer – A change in assignment from one school to another position at the initiation of the Superintendent/designee.
- B. Teacher – Personnel assigned to a position for which the Board requires a valid Maryland State Department of Education (MSDE) teaching certificate and/or licensure recognized by the MSDE.
- C. Voluntary Transfer – A change in assignment from one school to another initiated by the teacher in compliance with the processes established by the HCPSS Office of Human Resources.

#### **VII. References**

- A. Legal  
Md. Ann. Code, Education Article, Section 6-201
- B. Board Policies  
(none)
- C. Relevant Data Sources  
(none)
- D. Other  
Master Agreement Between the Board of Education of Howard County and the Howard County Education Association (HCEA)

**VIII. History<sup>1</sup>**

ADOPTED: November 22, 1994  
REVIEWED: February 24, 2022  
MODIFIED: November 3, 2022  
REVISED: March 12, 2009  
EFFECTIVE: November 3, 2022

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<sup>1</sup> Key: *Adopted*-Original date the Board took action to approve a policy; *Reviewed*-The date the status of a policy was assessed by the Superintendent's Standing Policy Group; *Modified*-The date the Board took action to alter a policy that based on the recommendation of the Superintendent/designee did not require a comprehensive examination; *Revised*-The date the Board took action on a policy that based on the recommendation of the Superintendent/designee needed a comprehensive examination; *Effective*-The date a policy is implemented throughout the HCPSS, typically July 1 following Board action.

**TRANSFER OF TEACHERS**

Effective: November 3, 2022

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- I. A teacher being recommended for administrative transfer will be notified by the principal no later than two weeks before the end of the voluntary transfer window, when possible. This will allow the teacher to apply for a voluntary transfer under the provisions of the negotiated agreement if the teacher chooses to do so.
- II. The principal should notify the teacher in a private setting at the end of the teaching day.
- III. If requested, the principal will notify the teacher in writing about the reasons for the recommendation.
- IV. A teacher being administratively transferred may express a preference for an alternative placement. If requested, a list of open positions identified by field or qualification will be provided.
- V. The processes used for voluntary and involuntary transfers are established by the HCPSS Office of Human Resources in compliance with the terms of the Master Agreement between the Board of Education of Howard County and the Howard County Education Association (HCEA) and are communicated annually through standard communication channels.

**VI. Monitoring**

Policy 7090 implementation procedures will be overseen by the Department of Human Resources.

**VII. History<sup>1</sup>**

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