

Voluntary Transfer Process

Frequently Asked Questions (FAQs)

A. What is a voluntary transfer?

- A voluntary transfer is a voluntary request for a change in assignment to a different location.

B. Eligibility for a voluntary transfer

1. Who is eligible to request a voluntary transfer?

- Teachers, paraeducators, health assistants, security assistants, student assistants, liaisons, audiologists, behavior specialists, speech language pathologists, occupational therapists, physical therapists, nurses and psychologists may request a voluntary transfer by completing and submitting a Voluntary Transfer Request Form.

2. Is anyone not eligible to request a voluntary transfer?

- Staff on an action plan are not eligible to request a voluntary transfer.

3. What are the eligibility requirements for an instructional team leader position?

- You must be a full-time teacher with a minimum of three (3) years teaching experience, one (1) year of experience within the Howard County Public School System and must possess the appropriate certification and experience.

4. I am currently an elementary classroom teacher. I would like to request a voluntary transfer to a physical education (PE) teaching position at another school. I do not have my PE certification, but I am currently completing the coursework. Can I submit a Voluntary Transfer Request Form to be considered for a PE position?

- Yes, you can submit a form, but you must meet all requirements of the position by June 1. All updates to your certification must be provided to your assigned employee credentialing specialist by June 1.

5. I did not submit a Voluntary Transfer Request Form prior to the submission deadline of April 15. In May, I was notified that I was being involuntarily transferred for the upcoming school year. Can I submit a form now even though it is past the original due date of April 15?

- Individuals who receive late notification of being involuntarily transferred will be afforded the opportunity to participate in the voluntary transfer process. Staff members within the Office of Human Resources will reach out to those employees separately and collect the necessary information.

C. Directions for completing a Voluntary Transfer Request Form

1. Where can I find the Voluntary Transfer Request Form?

- Links to the electronic forms are posted on the Staff Hub Menu Bar >Services >Employee Resources >Voluntary Transfers

2. How do I know which Voluntary Transfer Request Form I should be using?

- There are four different forms, each with its own specific link. You should complete the form that identifies your current position.
- The only exception to this would be for current School Counselors and Reading Specialists who are requesting a transfer to a teacher position – if applicable, please select the Voluntary Transfer Request Form for teachers.
- The positions identified in the four forms include:
 - Teachers
 - Audiologists, Behavior Specialists, Speech Language Pathologists, Occupational Therapists, Physical Therapists, Nurses, and Psychologists
 - School Counselors and Reading Specialists
 - Paraeducators, Health Assistants, Security Assistants, Student Assistants and Liaisons.

3. Can I save the Voluntary Transfer Request Form as a draft until I complete and submit it?

- No. Partially completed forms cannot be saved in the system. Please set aside enough time to complete and submit the form in one sitting.

4. Can I forward the link to the Voluntary Transfer Request Form to my colleagues if they are unable to access it on the Staff Hub?

- No. Do not forward the link or attempt to complete a form that has been forwarded by another user. A link that has been forwarded may result in an inaccurate submission.

5. Is there a limit to the number of schools I can select on the Voluntary Transfer Request Form?

- No. You may select as many schools as you wish. However, reading specialists and school counselors will identify their requests by level (elementary, middle, or high)

6. Am I required to attach a resume and/or cover letter to the Voluntary Transfer Request Form?

- No, this feature is included as an option; it is not a requirement.

7. Is it necessary to upload a resume when I have a more current version in Frontline (AppliTrack)?

- Uploading a resume is optional. The resume you currently have in Frontline (AppliTrack) is unable to be accessed for the voluntary transfer process. Therefore, if you wish to have your resume shared with the schools that interest you, then you will need to upload it in Google Docs and follow the instructions in Question #8 (below).

8. How do I attach a copy of my resume and/or cover letter to the Voluntary Transfer Request Form?

- The resume and/or cover letter must be created in Google Docs using your active directory credentials.
 - Once you prepare your resume and/or cover letter, click on the “Share” icon, ensure that “Anyone with the link” is selected and “copy link”.
 - Paste the link in the text box on the Voluntary Transfer Request Form as shown below.

(OPTIONAL) Include additional information OR provide a LINK to your resume and/or cover letter here. The resume should be created using Google Docs, click "share" and copy and paste the link in this textbox. The link should be accessible to "anyone with the link".

9. I am currently split between two schools, which principal’s email address should I select for approval of my request?

- If you are currently split between schools, you may select either principal’s email address when submitting the form for approval.

10. How do I make changes to a Voluntary Transfer Request Form after it has been submitted?

- Submitted forms cannot be edited.
 - If voluntary transfer requests are still being accepted (prior to April 15), you may choose to complete a new form and request that the earlier form be deleted.
 - However, if voluntary transfer requests are no longer being accepted (after April 15), the only change you can request at that time is to remove a school that was originally selected on the submitted form.
 - Contact the Position Control and Staffing Team via email at staffing@hcpss.org if you wish to make any of these changes.

11. I am currently a classroom teacher, and I am looking to transfer into a media specialist position. If I can potentially stay at my current school as a media specialist, do I need to include my current school on my transfer form?

- If you only want to be considered for a media specialist position at your current school, then you should speak to your principal. You do not need to submit a form.
- If, however, you want to be considered for a voluntary transfer into a media specialist position at other schools as well, you should submit a transfer form and indicate the schools that are of interest to you.

12. I am split between two schools. If I'd like to be placed at a single school in the fall, do I need to submit a voluntary transfer request?

- If you only want to be considered for a full-time placement at one of the schools to which you are currently assigned, let the principals of these schools know of your interest. In this way, if either of the schools get additional staffing to support a full-time position, they may consider you for that position.
- If, however, you want to be considered for a full-time position at other schools, you should submit a transfer form and indicate the schools that are of interest to you.

13. I submitted a Voluntary Transfer Request Form. What happens next?

- Once the form is submitted it is routed to your current principal for approval.
- After your current principal approves the form, you will receive an automated email acknowledging receipt of your transfer. The email will also include a link to the form that you can print for your records.
- Forms submitted by Audiologists, Behavior Specialists, Psychologists, Occupational Therapists, Physical Therapists, Speech Language Pathologists, Nurses, Reading Specialists, and School Counselors are routed to the appropriate program head for approval.

14. What should I do if I do not receive confirmation of my transfer request?

- If you do not receive an automated email acknowledging receipt of your transfer request, contact the Position Control and Staffing Team via email at staffing@hcpss.org.

D. Deadlines for submitting and withdrawing voluntary transfer requests

1. What is the deadline for submitting voluntary transfer requests?

- Voluntary transfer requests must be submitted by April 15.

2. I no longer wish to be considered for a voluntary transfer. How do I rescind my transfer request(s)?

- Contact the Position Control and Staffing Team via email at staffing@hcpss.org.

E. Voluntary Transfer process

1. When are voluntary transfers offered?

- Employees will be considered for voluntary transfers after all involuntarily transferred (surplus) employees and those who are returning from leaves of absence have been placed in existing vacancies. Voluntary transfers will not be offered after August 1.

2. How do I get a list of the vacant positions available in my content area?

- Throughout the summer, vacancies that are available for new hires or voluntary transfers are posted on the Staff Hub. This information, listed by content area and by school, is updated weekly until August 1.

3. How do I meet with the schools that have vacancies?

- After the involuntarily transferred employees and those who are returning from leave have been placed,
 - you will be invited to participate in a virtual Voluntary Transfer Fair. The Fair will give you the opportunity to sign up for virtual meetings with schools through Pick-a-Time.
 - principals or assistant principals may contact those employees who submitted transfer requests to their school. This, however, is dependent upon the availability of vacancies.
 - Note: This process is different for Audiologists, Behavior Specialists, Psychologists, Occupational Therapists, Physical Therapists, Speech Language Pathologists, Nurses, Reading Specialists, and School Counselors as transfers for these positions are determined by the program heads.

4. What is the process to accept a voluntary transfer?

- If a principal or program head offers a transfer to their school or program, they will communicate the offer via email to your HCPSS email account.
- The employee must accept or decline the transfer within one business day of the written email offer.
- If the employee declines the transfer offer or fails to respond within one business day, his/her name will be removed from the school's transfer list for that year's staffing cycle.

5. Once I have accepted a transfer, can I withdraw my acceptance or accept another transfer to one of the other schools that I requested?

- No. Once employees have accepted a voluntary transfer, they may not rescind the transfer request. Requests may only be rescinded prior to accepting a voluntary transfer.

6. I was involuntarily transferred from School A, and I received my new placement at School B. I then accepted a voluntary transfer to School C. A vacancy at School A has now become available. Can I choose to return to School A?

- No. Once you accept a voluntary transfer, you cannot return to your school of origin (School A) even though there is now a vacancy.

7. I was involuntarily transferred from School A, and I received my new placement at School B. I submitted voluntary transfer requests to other schools, but I have not yet been offered a transfer. A vacancy at School A has now become available. Can I choose to return to School A?

- Yes, because you have not accepted a voluntary transfer, you have the option of returning to your school of origin (School A) if the vacancy is in your area of certification.

F. Important Contacts

1. Who do I contact if I still have questions about the voluntary transfer process?

- Questions may be sent to the Position Control and Staffing Team via email at staffing@hcpss.org.

2. Who do I contact if I have questions about my current certifications or endorsements?

- Lasheda Young, Employee Credentialing Specialist for employees with last names beginning with A-K, at lasheda_young@hcpss.org
- Lindy Sims, Employee Credentialing Specialist for employees with last names beginning with L-Z, at lindy_sims@hcpss.org