

February 5, 2020

Chief Human Resources and Professional Development Officer

Voluntary Transfer Request Process

To: Staff

From: David Lerner  
Chief Human Resources and Professional Development Officer

The Voluntary Transfer Request Process is now open. The electronic **Voluntary Transfer Forms**, which include instructions for completing the forms, are available on the HCPSS Staff Hub. The links are provided below and are specific to the requestor's current position.

- 1. For Teachers (this includes all teachers EXCEPT those identified in # 2 or #4 below):**  
Staff Hub Menu Bar >Services >Employee Resources >Voluntary Transfers >VT for teachers
- 2. For Current Teachers of Art, General Music, Chorus, Band, Strings/Orchestra, Physical Education, and Health; as well as Media Specialists, School Counselors, and Reading Specialists:**  
Staff Hub Menu Bar >Services >Employee Resources >Voluntary Transfers >CURRENT Art, Physical Education, Health, and Music Teachers; Counselors, Media Specialists and Reading Specialists
- 3. For Paraeducators; Health, Security and Student Assistants:**  
Staff Hub Menu Bar >Services >Employee Resources >Voluntary Transfers >Paraeducators and Assistants
- 4. For Current Behavior Specialists, Psychologists, Occupational Therapists, Physical Therapists, Speech Pathologists, Audiologists, Vision/Hearing Impaired Teachers, and Nurses:**  
Staff Hub Menu Bar >Services >Employee Resources >Voluntary Transfers >CURRENT Transition/Work Study, Infant & Toddler Program, Vision/Hearing Impaired Teachers, Audiologists, Behavior Specialists, Nurses, SLPs, OTs, PTs, Psychologists and Mental Health Therapists

The placements of employees listed above in #4 have been and will continue to be made by program supervisors.

It is imperative that you review all materials and instructions prior to completing the **Voluntary Transfer Form**. If you have questions regarding this process, please contact Michelle Bharmal, Position Control and Staffing Specialist, at [michelle\\_bharmal@hcpss.org](mailto:michelle_bharmal@hcpss.org) or 410-313-1519.