

Employee Voluntary Transfer Procedures 2018-19 School Year

What: A voluntary transfer is defined as a request for a lateral move (i.e. movement between the same/similar job titles and pay grades) or a move from a higher pay grade to a lower pay grade at another site or campus. Please notify your campus principal if you would like to remain at your current campus but request an assignment to another grade level or subject area.

Prior to submitting a voluntary transfer application, employees must notify their current campus principal.

Exceptions to this transfer request procedure and timeline are permitted only for promotion by title, salary increase, instructional stipend increase, or by increase in number of contract days.

Voluntary Transfer Timeline: March 9, 2018 through May 31, 2018

Where: Employees who want to be considered for a transfer must complete the application for transfer in FrontLine Applicant Tracking (formerly AppliTrack) during the designated Voluntary Transfer Windows noted above after notifying your principal.

Directions for Applying to the Transfer Pool:

- Go to District homepage
- Click on the "Career" tab, along the top bar, then click "[Linked Here](#)"
- Under "Internal Application" click View Internal positions and then Transfer Pool Only link. Log in, if you have completed an Applitrack account before, if you have not, click Start to set up a new account. The follow job posting numbers are what you will apply to based on the type of position you are interested in transferring into for the 18-19 school year:

Position Type	Job Posting Number
Teachers/Librarian	616
Paraprofessional Staff	617

Voluntary Employee Transfer Requirements

- A voluntary transfer will only be considered if the employee receives an employment contract or a letter of assurance for the 2018-19 school year.
- To be considered for a voluntary transfer, the employee must complete the application on Frontline Applicant Tracking (formerly AppliTrack).
- Requesting a transfer does not guarantee that a change in assignment or an interview will occur.
- No voluntary transfers for 2018-19 will be approved after May 31, 2018.

Voluntary Employee Transfer Process Information

- Principals with vacancies will review the voluntary transfer applications and contact transfer applicant employees during the period of March 9, 2018 – June 1, 2018.
- The receiving principal will submit Recommendation to Hire form in Frontline/Applitrack once they select any current employee from the Voluntary Transfer Pool to move to their campus.