

Voluntary Transfer Process 2021-2022 School Year

Human Resources is pleased to officially open the voluntary transfer period from **Monday, May 3rd** through **Monday, May 31st** for certified and classified staff. Internal staff will be able to apply to transfer to any vacant positions posted for our iZone, Continuous Improvement Zone (CIZ) Geeter K-8, and Havenview MS schools beginning **Monday, May 3rd**. Once an internal candidate accepts a position, they can no longer apply to open positions.

Certified Employees

Certified employees interested in transferring to a new location or position for which they qualify may apply for vacant positions during the voluntary transfer period. The effective date of accepted transfers will be the first day of the 2021-2022 school year. **A teacher/teacher types who receives a voluntary transfer will not be eligible to participate in another voluntary transfer for a period of three (3) years. If a teacher/teacher type received a transfer for the 2020-2021 school year, they will not be eligible to participate this year.** However, in the event there is a change in the school's leadership, a teacher/teacher type may request a voluntary transfer as an exception to the three (3) year limitation. Such an exception must be placed in writing and submitted by close of business Monday, May 12th, to your assigned HR Advisor. **Teacher/teacher types employed on a permit will not be eligible to apply for a voluntary transfer.**

Classified Employees

Classified school-based employees who are interested in transferring to a new location or position for which they qualify may apply for vacant positions during the voluntary transfer period. The effective date of accepted transfers will be the first day of the new school year.

Timeline:

- IZone/Continuous Improvement/Geeter K-8, and Havenview MS Voluntary Transfer Period: May 3rd – May 31st
- All Schools Voluntary Transfer Period: May 10th – May 31st
- Exceptions submitted by April 12th C.O.B.
- Transfer period Ends May 31st for all schools.
- Recommendations Due in ICIMS June 4th by 11:59 p.m.