

**Memorandum of Understanding
Between the
St. Johns County School District
And
St. Johns Education Association
2018-19**

This memorandum is written to serve as an agreement between the St. Johns County School District and St. Johns Education Association. The intent of this memorandum is to expedite the internal transfer process of instructional staff so schools are better able to identify vacancies. This will allow schools to post earlier in the hiring season to secure high performing instructional personnel (May – June) for the 2019-2020 school year.

Definition:

Voluntary Transfer: A request made by an eligible instructional employee for a transfer to a different school or cost center.

Reassignment Within a School: The change of a professional employee's regular teaching duties or major change in responsibility in a school. Such reassignment is not a voluntary transfer under this MOU.

Eligibility:

1. Only **full time** SJCSJ instructional employees.
2. Has a contract and/or position that is continuing through the next school year.
3. Any SJCSJ instructional employee, seeking a lateral move from one certified position to another. (No change in paygrade.)
4. Any instructional employee who has received a satisfactory evaluation
 - a. During 2017-2018 school year (Effective or Highly Effective).
 - b. Current 2018-2019 school year (observable score of 2.5 or above).

Ineligible:

1. Tutors, temporary positions, substitutes or employee in a position less than 60%.
2. Instructional employees who have an unsatisfactory evaluation, or a professional improvement plan or have documented performance concerns.
3. Instructional employees who do not have the proper certification or if the position puts the instructional employee out-of-field.

Required steps for voluntary transfer consideration:

1. Instructional employee completes and submits an Early Transfer Request form by the designated deadline.
2. The desired schools to which the instructional employee is requesting a transfer to should be listed by priority /preference on the submitted form. It is understood that any of the listed choices will be acceptable to the employee.

Grade/subject / position assignments are at the discretion of the receiving principal.

3. Instructional employees are **required to attach an updated resume and a copy of their teaching certificate with their "Early Transfer Request" form**. The resume will be made available to the prospective principals on the employee's desired list.
4. Instructional employee informs their current administrator of their intent to transfer.

5. Requesting a transfer does not mean the employee will automatically receive an interview or a transfer and does not guarantee that a change in assignment will occur.
6. When a transfer offer is made, candidates will be asked to accept or decline the offer in writing (email is appropriate) within one business day (24 hours) from the time the Principal has offered the position.
7. Instructional employees will only be allowed to transfer one time during the transfer window (March 22 – June 28). Once a transfer is made, the instructional employee's form is filed and their name removed from the early transfer list.
8. If an Instructional employee declines an interview or offer their name will remain on the list.

Vacancies:

1. Not all vacancies will be known at the beginning of the transfer window (March 22).
2. Instructional employees who submit their completed Early Transfer Request form on or before the deadline remain eligible for a voluntary transfer between their desired schools through June 28, 2019.
3. **All instructional employees are encouraged to submit their name even if vacancies are not available or known. This will ensure the instructional employee is considered should a vacancy occur prior to June 28.**

Note: It is recommended that the employee notify the principal of any desired school stated on his/her form once a position has been offered and they have accepted at another school.

Timelines:

February 28 – March 15, 2019 – Voluntary Early Transfer information and Early Transfer Request forms will be made available to all instructional personnel via email, flyers, district website, building level administrators and from SJEA.

March 15, 2019 by 5 PM – Completed transfer request forms must be received by the Human Resources Dept., Attention: Cathy Hutchins, by 5 PM to be considered for an early transfer for the 2019-2020 school year. Instructional employee informs their current administrator of their intent to transfer.

*Instructional employees will receive verification that their Early Transfer Form has been received in Human Resources.

Form can be sent by inter-office mail, scanned and sent by email or dropped off at Human Resources.

March 22 –April 22- Principals conduct interviews for known or anticipated vacancies. Principal contacts instructional employee whom they would like to interview from the Early Transfer Request list. Note: Not all instructional employees are guaranteed interviews to their desired schools listed.

April 26 – May 8 – Internal Transfer Requests Submitted to Human Resources by hiring authorities for approval. Principals interested in candidates they have interviewed must contact current principal for a recommendation prior to offering a position.

May 9- June 28 – Any new vacancy that occurs after May 8, the principal may consider and hire off of the Early Transfer List. Additional instructional employee interviews may be conducted with instructional employees on the Early Transfer List. Instructional employees who submitted their name for a transfer remain on the Early Transfer Request List through June 28th.

Positions will be posted when an internal candidate is not chosen from the early transfer list. At this time, an instructional employee who may not have put their name on the early transfer list may apply.

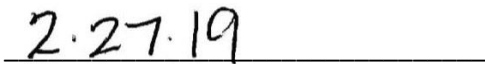
July 1st – October 11, 2019 - No Transfer Period. Interviews are limited to external applicants with exception when it would be a promotion for an internal classroom teacher. Promotions are defined as a classroom teacher moving into an ILC, Guidance Counselor, Media Specialist, or Dean Position. After the start of school (August 12, 2019) the instructional employee will not be allowed to transfer until a replacement teacher is secured and ready to take over the classroom from which the instructional employee is leaving.

October 14, 2019 through the first day of the next transfer period

All instructional employees will be allowed to apply for any open position within the district. The instructional employee will not be allowed to assume their new position until a teacher is secured to take the instructional employee's class who is leaving.



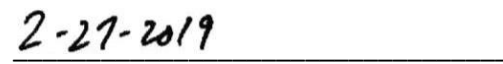
Cathy Weber
Chief Negotiator, SJCS



Date



Justin Vogel
Chief Negotiator, SJE



Date



St. Johns County School District

EARLY TRANSFER REQUEST for 2019-2020

Submission of this form is NOT considered an automatic approval for a transfer to a selected school.

DEADLINE: March 15, 2019 to Cathy Hutchins, Human Resources by 5 PM.

Please read all the information thoroughly. Incomplete forms will not be processed.
Only ONE transfer request will be processed per school year.

Transfer applications may be submitted any time from February 28 – March 15, 2019.

Note: Any instructional employee who received an end-of-year overall evaluation of less than satisfactory for the current and or previous school year is not eligible to transfer. An instructional employee with a performance improvement plan is ineligible.

Employee Information:

First Name: _____ Last Name: _____

Employee number: _____ Current School: _____

Email Address: _____ Best Contact Number: _____

TRANSFER INFORMATION:

List up to 4 desired schools you would like to be considered to transfer to in priority order (most preferred first):

- 1.
- 2.
- 3.
- 4.

List **desired positions** for which you are certified on your teaching certificate including subject grade level or specialized areas such as gifted, InD, ASD, EBD, etc.

_____ Grade Level _____

_____ Grade Level _____

****Form due to Human Resources, Attn: Cathy Hutchins on or before March 15, 2019 at 5 PM.***

Please attach a copy of your teaching certificate and updated resume.

Early Transfer Timeline

2019-2020 School Year for Instructional Employees only

February 28-March 15, 2019 –The Early Transfer Process is sent to all instructional employees via email, flyers placed in faculty lounges, and via the district’s website on the Voluntary Transfer Process webpage located on the Human Resources page. The union will also make the information available to its members.

February 28-March 15, 2019 – Interested instructional employees complete the Early Transfer Request form and send it to the Human Resources Department, Attention: Cathy Hutchins. Instructional employee informs their current principal of their intent.

March 15, 2019 by 5 PM– Completed transfer request forms must be received by the Human Resources Department, Attention: Cathy Hutchins, by 5 PM to be considered for an early transfer for the 2019-2020 school year.

Form can be sent by inter-office mail, scanned and sent by email or dropped off at Human Resources.

March 20th – Human Resources will inform principals of instructional employees’ names who have requested transfers to his/her school. Resumes will be sent to each principal.

March 22 – April 22, 2019 – Principals may conduct interviews for known or anticipated vacancies.

Instructional employees who request transfers are given consideration, but are not guaranteed an interview. If selected for an interview, the principal/hiring authority will contact the instructional employee directly. Employees will receive communication when selected for a position.

Principals interested in candidates interviewed **MUST** contact current principal for a recommendation **prior** to offering a position.

April 26th – Recommendation Forms for early transfer requests following school budget meetings should be forwarded to Human Resources for final approval. Principals will need to decide after their budget meetings what positions they will fill with an internal transfer instructional employee. Any position not filled by internal transfers during the early transfer period through May 8, 2019 will be posted on the SJCSO online application system.

May 9 – June 28th - If an instructional employee has not heard from a school by May 8th, the employee was not considered for a vacancy in the early transfer period. Their name remains on the Early Transfer Request list and remains eligible for a transfer as vacancies occur at their desired schools through June 28th, 2019. If an instructional employee has not completed an early transfer form, they are eligible to transfer only through a posting.

May – June, 2019– Principals should look at their transfer list first to be sure there is not an instructional employee internally that they want to consider before they post. Principals may post internally and externally for open positions. All postings on the web must follow normal interviewing and hiring procedures.

If a transfer offer is made, candidates will be asked to accept or decline the offer in writing (email is appropriate) within one business day (24 hours) from the time the Principal has offered the position. Instructional employees will only be allowed to transfer one time during a transfer period.

June 28, 2019 - Last day for internal transfers. June 29 through October FTE (October 11, 2019), transfers will not be allowed. This will be considered a “No Transfer Period.” The only exception is for a position that is considered a promotion.