

**Memorandum of Understanding
Between the
St. Johns County School District
And
St. Johns Education Association
Early Transfer Process for the 2024-2025 School Year**

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 personnel 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 (February - March) for the 2024- 2025 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 instructional 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 SJCSO instructional employees.
2. A SJCSO instructional employee with a contract and/or position that is continuing through the next school year 2024-2025.
3. Any SJCSO 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 2022-2023 school year (Effective or Highly Effective).**
 - b. **Current 2023-2024 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 or needs improvement evaluation, or a professional improvement plan or have documented performance concerns.
3. Instructional employees who do not have the required certification or if the transfer puts the instructional employee out-of-field.

Required steps for early voluntary transfer consideration:

1. Instructional employee completes and submits an Early Transfer Request by the designated deadline, February 28th, 2024.
2. Instructional employees are required to update their profile in AppliTrack.

3. Instructional employee informs their current principal/administrator of their intent or interest to transfer.
4. Submitting a transfer request does not mean the employee will automatically receive an interview, a transfer, or specific assignment desired.
5. When a transfer offer is made, candidates will be asked to accept or decline the offer in writing (email is appropriate) within ~~one~~ two business days (24 48 hours).
6. Instructional employees will only be allowed to transfer via the Early Transfer Process one time during the transfer window (February 28–March 29, 2024) for the 2024-2025 school year. Once a transfer is made, the instructional employee request is removed from the early transfer process.

Vacancies:

1. Not all vacancies will be known at the beginning of the transfer window (February 28).
2. Instructional employees who submit their completed Early Transfer Request ~~form~~ on or before the deadline (February 28, 2024) remain eligible for a voluntary transfer to their desired schools through March 29, 2024.
3. All instructional employees are encouraged to complete and submit an Early Transfer Request even if vacancies of interest are not available or known. This will ensure the instructional employee is considered should a vacancy occur prior to March 29, 2024. There are no exceptions to add employees after the application deadline.
4. All vacancies are subject to confirmation for an allocated position at desired school.
5. Employees who desire to transfer to new schools must follow the procedures outlined in the MOU for the opening of the new school.

Timelines:

February 2 – February 28, 2024 – Voluntary Early Transfer Process and Transfer Request will be made available to all instructional personnel.

March 1-March 29, 2024 - Principals conduct interviews for known or anticipated vacancies. Principal/administrator contacts instructional employee whom they would like to interview from the Early Transfer Request process. Note: Eligible instructional employees are not guaranteed interviews by any desired schools listed.

March 30 – June 30, 2024- Positions will be posted internally/externally after an internal candidate is not chosen from the early transfer process. At this time, an instructional employee may apply via the on line application (Applitrack).

July 1 October 11, 2024- Limited Transfer Period. After July 1 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, and approved by Human Resources.

October 14, 2024 through the first day of the next transfer period

All instructional employees can be recommended for any open position within the district. The instructional employee will not be allowed to assume their new position until the replacement teacher's start established in Applitrack for the class they will be taking over.



Wayne N. King
Chief Negotiator, SJCS



Date



Morgan Mousley
Chief Negotiator, SJEA



Date



EARLY TRANSFER REQUEST for 2022-2023

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

DEADLINE: February 18, 2022 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 1 – February 18, 2022

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 Phone Contact Number: _____

Required Approval: If less than 2 years at current school, approval is required.

Current Principal Signature: _____ Date: _____

Assoc. Supt. For Human Resources: _____ Date: _____

TRANSFER INFORMATION:

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

1. _____

2. _____

3. _____

4. _____

5. _____ (Check here if any of the above.)

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 February 18, 2022 at 5 PM.***

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