

**Memorandum of Understanding  
Between the  
St. Johns County School District  
And  
St. Johns Education Association  
for the 2021-2022 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 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 2021-2022 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. A SJCSJ instructional employee with a contract and/or position that is continuing through the next school year (2021-2022).
3. Any SJCSJ instructional employee, seeking a lateral (impacts beyond the classroom) move from one certified position to another. (No change in paygrade.)
4. Any instructional employee who has received a satisfactory evaluation
  - a. During 2018-2019 school year (Effective or Highly Effective).
  - b. Current 2020-2021 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 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 or by selecting number 5, any of the above on the submitted form. Please note: 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 current teaching certificate with their “Early Transfer Request” form**. The resume will be made available to the prospective principals on the employee’s desired schools on prioritized list.

4. Instructional employee informs Human Resources of their intent or interest to transfer.
5. Submitting a transfer request does not mean the employee will automatically receive an interview, a transfer, or specific assignment desired.
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).
7. Instructional employees will only be allowed to transfer via the Early Transfer Process one time during the transfer window (March 22 – June 30). Once a transfer is made, the instructional employee's form is filed and their name removed from the early transfer 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 (March 5, 2021) remain eligible for a voluntary transfer to their desired schools through June 30, 2021.
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 June 30. There are no exceptions to add employees after the application deadline.***
4. ***All vacancies are subject to confirmation of an allocated position at desired school.***
5. Instructional employees looking to interview for the new schools HHH and MM must follow the MOU for the opening of the new schools.

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

If an instructional employee has been assigned to your school for less than two years, the transfer request must be approved by the current principal. Exceptions to a 2-year minimum may be made for enrollment decline, staff reduction, or needs of the District. At any time, the principal may exercise ruling to probationary and annual language as stated in Florida Statute 1012.335. Information contained in this MOU shall not affect Florida Statute Section 1012.335.

#### **Timelines:**

February 15 – March 5 – Voluntary Early Transfer Process and Transfer Request forms will be made available to all instructional personnel via email, flyers, district website, building level administrators and from SJEA.

March 5 by 5 PM – Completed transfer request forms with required documents must be received by the Human Resources Dept., Attention: Cathy Hutchins, by 5 PM to be considered for an early transfer for the 2021-2022 school year. Instructional employee informs their current principal/administrator of their intent to transfer. \*Instructional employees will receive verification that their Early Transfer Form has been received in Human Resources by email.

***Completed Transfer Request Form and required documents can be sent by inter office mail, scanned and sent by email or dropped off at Human Resources on or before March 5, 2021 by 5 PM.***

March 22 –April 16- - Principals conduct interviews for known or anticipated vacancies.  
Principal/administrator contacts instructional employee whom they would like to interview from the

Early Transfer Request list. Note: Eligible instructional employees are not guaranteed interviews by any desired schools listed.

April 19 – May 7 – 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 reference prior to offering a position.

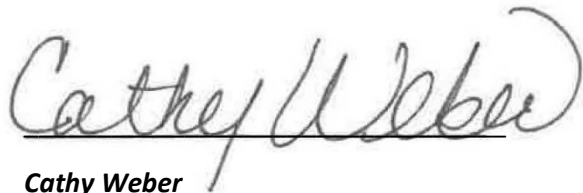
May 10 -June 30 – Any new vacancy that occurs after May 10, the principal will consider and hire off of the Early Transfer List. Additional instructional employee interviews may be conducted with instructional employees on the Early Transfer List. Instructional employees who submitted their name for a transfer remain on the Early Transfer Request List through June 30<sup>th</sup>.

Positions will be posted after 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 via the online application (Applitrack).

**July 1st – October 8 - No Transfer Period.** Interviews are limited to external applicants with exception when it would be a lateral (impacts beyond the classroom) move for an internal instructional employee who would be moving into an ILC, Guidance Counselor, Media Specialist, or Dean Position. **After the start of school** (August 10, 2021) 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.

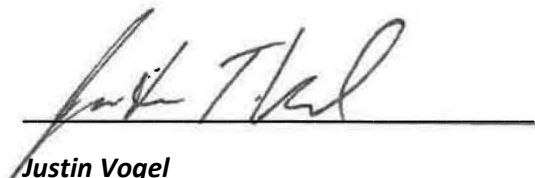
**October 11, 2021 through the first day of the next transfer period**

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



**Cathy Weber**  
**Chief Negotiator, SJCS D**

11-17-2020



**Justin Vogel**  
**Chief Negotiator, SJEA**

11-17-2020



St. Johns County School District

# EARLY TRANSFER REQUEST for 2021-2022

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

**DEADLINE: March 5, 2021 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 15– March 5, 2021.***

*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 Number: \_\_\_\_\_

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

Current Principal Signature: \_\_\_\_\_ 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 March 5, 2021 at 5 PM.***

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