

## TRANSFER PROCEDURES FOR LICENSED EMPLOYEES

Employees who would like to transfer to another school or department within the district should complete an *Employee Transfer Application Survey* starting on Tuesday, February 1<sup>st</sup> and ending at 5:00 p.m., Thursday, March 31, 2022. The employee may access the *Employee Transfer Application Survey* by following the steps below:

Visit the UCPS Human Resources Website at <https://www.ucps.k12.nc.us/Domain/2794>

Click “Employee Transfer Application Survey” on the left side of the page.

Complete and submit the *Employee Transfer Application Survey* by clicking this link.

Principals of High Priority Schools will have from Friday, April 1, 2022 – Thursday, April 14, 2022 to contact transfer applicants. Transfer applicants will be made available to all other principals by Monday, May 2, 2022.

High Priority Schools	
Benton Heights School of the Arts (Focus)	Rock Rest Elementary School
East Elementary School (Focus)	Rocky River Elementary School
East Union Middle School (Focus)	Sardis Elementary School
Forest Hills High School	Union Elementary School
Marshville Elementary School (Focus)	Walter Bickett Elementary School (Focus)
Monroe High School	Wingate Elementary School
Monroe Middle School (Focus)	

### **Guidelines for Principals**

- Principal must have a posted open vacancy
- Principal must contact the supervising principal before engaging any potential transfer candidates
- Principal must interview the potential transfer candidate
- Principal must submit a PAR
- Principal must wait for approval before the potential transfer candidate can begin at the new school

\*Failure to comply with the above guidelines will void the transfer.

### **Guidelines for Teacher Transfers**

- Teacher transfer must be on the transfer list by the appropriate due date
- Teacher must communicate with current supervisor regarding intent to transfer
- Teacher must interview for the position

\*\*Failure to comply with the above guidelines will void the transfer

### **Transfers during the school year**

Transfers will not be supported before the transfer period or after the transfer period has expired once the school year has started.

The Human Resources Department will provide principals with a list of all approved transfer applicants. Principals may contact applicants via email to arrange telephone or virtual interviews. Once the principal verifies that the candidate meets all transfer eligibility requirements for a vacant, allotted position, he or she may then make the recommendation to the Human Resources Department and fill out a Personnel Verification Form (PVF) to link the transferring employee to the vacant, allotted position.

**The deadline date for the transfer period is June 1, 2022.**

If a transfer is not completed by the deadline date, the employee will remain in his or her current assignment for the upcoming school year. The following categories of employees are **ineligible** to apply for a transfer:

Employees who are currently in their first three years of employment with UCPS

**Note:** The current year may count as the third year

Employees who are on a performance improvement plan and/or will be on a Directed or Monitored Professional Development Plan for the ensuing school year.

Employees in interim assignments

Employees at a High Priority School who have less than three years of service at that school

The Human Resources Department reserves the right to make reassignments as needed due to budget impacts, fluctuating enrollment figures, program modifications, critical needs, and/or other extenuating circumstances. The Human Resources Department may also limit the transfer of employees from specific schools based on student needs. Transfers that do not meet the eligibility requirements or are requested after the transfer date must be approved by both principals and the Assistant Superintendent of Human Resources. The month of August will be considered a dead period and any “extenuating circumstances” will only be considered on very rare occasions.

Thank you,