

Union County Public Schools

Human Resources Division Certified Employee Transfer Procedures

Employees who wish to transfer to another school or department within the district should complete an Employee Transfer Application by **5:00 pm, March 8, 2019**. The employee may access the transfer application by following the steps below:

- Visit the UCPS Human Resource Page at <https://www.ucps.k12.nc.us/Domain/2794>
- Click on “Transfer Requests” on the left hand side of the page.
- Complete and Submit the Employee Transfer Application.

Principals of High Priority Schools will have from March 15, 2019 – March 29, 2019 to contact transfer applicants. Transfer applicants will be made available to all other principals on April 1, 2019.

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)	

The HR department will provide principals with a list of all approved transfer applicants. Principals will reach out to applicants for interviews and will hire internally or externally for all open positions. Once the HR department verifies that the employee meets the instructional requirements for the position, the principal will make its recommendation to the HR department and fill out a PVF to link the transferring employee to the vacant position.

The deadline date for the transfer period is June 30, 2019.

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.
- Employees who are currently assigned a Mandatory, Monitored, or Directed Growth Plan.
- Employees in interim assignments.
- Employees at the 13 schools listed above if they have less than 3 years of service at that school.

The HR Department reserves the right to make reassignments as needed due to budget impacts, fluctuating enrollment figures, program modifications, and/or critical needs. The HR 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.

Please direct questions regarding transfer procedures to christopher.barnes@ucps.k12.nc.us