



2024-2025 for Local 2250 Instructional Supporting Personnel Voluntary Transfer Process Instructions and Frequently Asked Questions

In accordance with the Local 2250 Negotiated Agreement, the Division of Human Resources is providing an opportunity for eligible school based Local 2250 employees to apply for a voluntary transfer for the 2024-2025 school year. The voluntary transfer function is managed through iRecruitment in Oracle using posting announcements to allow eligible Local 2250 employees to request a **voluntary transfer request, defined as a request for a change in school location within the same school-based support job classification and grade** within Prince George's County Public Schools (PGCPS). Local 2250 employees may access the online application using their current login credentials from any PGCPS network computer from 12:01 a.m. on **Friday, Friday, March 1, 2024**, through 11:59 p.m. on **Tuesday, April 2, 2024**. Without exceptions, the deadline for submitting a voluntary transfer application is April 2, 2024, at 11:59 p.m. **Please note that there will not be another opportunity for Local 2250 Instructional Staffing (school-based) unit members to apply for a voluntary or lateral transfer until the next school year when the voluntary transfer window is re-opened.**

To be eligible for a voluntary transfer, Local 2250 members **must** meet the following requirements:

- Have a current **effective or highly effective** performance evaluation; and
- Complete the online transfer application by the deadline of 11:59 p.m. on **Tuesday, April 2, 2024**.
- Must have successfully completed their probationary period by the end of the application closing date.

NOTE: Any Local 2250 employee who received an ineffective evaluation for the 2022-2023 school year or received an interim unsatisfactory or ineffective evaluation for the 2023-2024 school year from their administrator is not eligible to participate in the voluntary transfer process. Similarly, the same Local 2250 employees may not volunteer to be involuntarily transferred (e.g., staff reduced) from their current school in the event the school experiences reductions.

School based Local 2250 employees will have the opportunity to apply for a voluntary transfer through iRecruitment in Oracle. All applicants are required to attach an updated resume. Principals will have access to all applicants who have applied for a transfer to their school/location through iRecruitment in Oracle.

Principals should review all voluntary transfer applicants for their school/location and are encouraged to conduct interviews for confirmed vacancies only. While principals are not expected to interview everyone who applies for a transfer, a minimum of six (6) interviews are required. If there are less than 6 applicants that have applied to the IRC, the principal should proceed with interviewing all of the eligible candidates that have applied. As a professional courtesy, and in order to confirm the transfer and inform the current school, Principals are encouraged to complete all interviews for the voluntary transfer process as soon as they receive notification of authorized vacancies and no later than July 15th.

Once all interviews are complete, the Principal will notify their Human Resources Partner of all selections for positions that are vacant and authorized by completing the [Offer Acceptance Agreement and Transfer form](#) and upload it to the [HR Offer Acceptance and Transfer Platform](#).

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Agreement to accept a transfer may be withdrawn by a transfer applicant anytime before a transfer is approved by the Division of Human Resources. Voluntary transfer assignments can only be approved by the Division of Human Resources. All voluntary transfers that are confirmed by Human Resources cannot be changed and will be considered final. When the principal at the receiving school is reassigned after a transfer has been affected, the transferee may refuse the transfer and return to the former position only if said position has not been filled by July 15th. The Human Resources Partner will notify all appropriate and impacted stakeholders as needed. School based employees will be ineligible for a voluntary transfer until the next transfer window opens.

Approvals are contingent upon the Local 2250 employee's ability to satisfy all eligibility requirements, final staffing allocations, and the confirmation of vacancies after all involuntary transfers are placed. **The last day to sign an Offer Acceptance Agreement and Transfer form is Monday July 15, 2024 Principals** must submit all forms to Human Resources by **11:59 p.m. on July 15, 2024**. Forms received beyond the submission deadline will be considered automatic denials.

Frequently Asked Questions (FAQs)

Q Who is eligible for the voluntary transfer process?

A Must be a Local 2250 employee who meets all of the following requirements:

- ❖ Have a current **effective or highly effective** performance evaluation; and
- ❖ Complete the online transfer application by the deadline of 11:59 p.m. on **April 2, 2024**.
- ❖ Must have successfully completed their probationary period by the end of the application closing date.

Q What is the timeline and process to apply for a voluntary transfer?

A Local 2250 employees may access the online application through iRecruitment from 12:01 a.m. on **March 1, 2024**, through 11:59 p.m. on **April 2, 2024**. A confirmation email will be sent to acknowledge receipt of each transfer request. Principals should review all voluntary transfer requests received for their location and schedule interviews for vacant positions.

Q How do employees know about anticipated vacancies?

A Human Resources will send an email to communicate a list of anticipated vacancies to all eligible Local 2250 employees that submit a voluntary transfer application.

Q Are eligible Local 2250 employees guaranteed a voluntary transfer if they apply?

A No, voluntary transfers are not guaranteed. Principals have the autonomy to interview and recommend preferred candidates for authorized vacancies. Local 2250 employees are informed that there is no guarantee of a transfer or a specific school/location.

Q What can I expect after interviewing and recommending a voluntary transfer?

A Once interviews are complete, Principals will have the option to extend an Offer Acceptance Agreement and Transfer form to the Local 2250 employee that they are recommending to fill the position. If both the principal and the Local 2250 employee are interested in processing the transfer, the Principal will **upload the signed [Offer Acceptance Agreement and Transfer form](#) to the new [HR Offer Acceptance and Transfer Platform](#)**. The Principal will send (i.e., email, fax) the completed form to their Human Resources Partner. The Human Resources Partner will confirm the vacancy and the Local 2250

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employee's eligibility to participate in the voluntary transfer process. If all requirements are met, the Human Resources Partner will send an email confirmation to the selected employee, current and new principals, current and new instructional directors, and the current Human Resources Partner. Offers cannot be changed or rescinded after the transfer is approved and the email confirmation is sent. The principal will notify the interviewees who were not selected for the position.

Q How long does a Local 2250 employee have to accept the offer to transfer?

A You will have five (5) business days to sign the Offer Acceptance Agreement and Transfer form or reject the offer.

Q What happens if an employee declines the offer to transfer?

A If the employee decides to decline the position that is offered, they should notify you immediately of their decision.

Q If an employee has accepted an offer through the voluntary transfer process, are they able to accept offers to transfer to different schools/locations?

A No. Once the transfer is confirmed by a Human Resources Partner, the offer may not be changed and will be considered final. You will not be eligible for another voluntary transfer in the same school year. However, this does not inhibit a Local 2250 employee from accepting promotional opportunities.

Q When will Local 2250 employees receive confirmation from Human Resources regarding placement into the position accepted?

A Written notification from Human Resources to acknowledge receipt of the *Offer Acceptance and Transfer Agreement* form will be provided within one week of receiving the form from the Principal. Final notification to confirm the new assignment will be provided no later than July 22, 2024.

Q. What is the timeframe for transition to the new position?

A All 10 month and 11 month local 2250 unit members will have an effective date of July 1, 2024 or July 31, 2024 to transition to the new position after receiving the confirmation from HR. All 12 month local 2250 unit members will transition on July 1, 2024 or within 2 weeks after receiving the confirmation from HR.