

# REQUEST FOR TRANSFER (INSTRUCTIONAL)

***Incomplete forms will not be processed.***

|  |       |                           |      |
|--|-------|---------------------------|------|
| Name: _____  |       |                           |      |
| Last   | First | MI                        |      |
| SSN: _____   |       | SAP Personnel #: _____    |      |
| Home Phone: (____) _____   |       | Other Phone: (____) _____ |      |
| <i>If your address has changed, access Employee Self Service to change.<br/>http://www.broward.k12.fl.us/hrms/</i> |       |                           |      |
| Address: _____   |       |                           |      |
| (Street  | City  | State                     | Zip) |
| Last Work Location: _____  |       |                           |      |
| School Year Requesting a Transfer: _____   |       |                           |      |

**Current Certification Area(s):** \_\_\_\_\_

**Current Teaching Assignment:**

Pre-K       K-3       4-5       6-8       9-12       ADULT/VOE

Subject[s] \_\_\_\_\_

**Desired assignment :** *(You must be certified or eligible for certification in the subject area)*

Pre-K       K-3       4-5       6-8       9-12       ADULT/VOE

Subject[s] \_\_\_\_\_

**Type of Transfer requested:**

**Regular**                       **\*Hardship** *(You must list reason.)*                       **\*\*Guaranteed**

\*Hardship - you travel 20 miles or more one way to work or have a serious medical problem (must be documented).

\*\*Guaranteed - you must have worked 15 consecutive years at the same location. If you decline a position at one of your school selections, you will no longer be considered a guaranteed transfer.

**You must list the school's name and location number where you would like to transfer.**

**Incomplete forms will not be processed.**

| <u>School</u> | <u>Loc. No.</u> | <u>School</u> | <u>Loc. No.</u> |
|---------------|-----------------|---------------|-----------------|
| 1. _____      | _____           | 6. _____      | _____           |
| 2. _____      | _____           | 7. _____      | _____           |
| 3. _____      | _____           | 8. _____      | _____           |
| 4. _____      | _____           | 9. _____      | _____           |
| 5. _____      | _____           | 10. _____     | _____           |

**NOTE: You will be considered only for the schools you have listed. You must submit your transfer application by the last day of the regular school year to be considered for a transfer for the following year. Once received in Instructional Staffing, your request cannot be modified.**

\_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Principal's Signature*

\_\_\_\_\_  
*Date*

**EXCERPTS FROM**  
**COLLECTIVE BARGAINING AGREEMENT BETWEEN**  
**THE BROWARD TEACHERS UNION AND**  
**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**  
**JULY 1, 2001 - AUGUST 15, 2004**

**Article 25 – Transfers and Reassignments**

**C. Voluntary Transfers (Regular, Hardship & Guaranteed):**

1. Transfer applications shall be provided by the District and may be submitted any time after January 1<sup>st</sup> through the last day of the regular school year for the following school year. Such applications shall remain active until the following December 31st. Any employee who has received an end of the year overall evaluation of less than satisfactory for the current and/or previous school year is not eligible for transfer. Also, any teacher who is under a Performance Development Plan is ineligible for transfer.

Applicants may request and specifically list ten (10) schools to which they are interested in transferring.

2. The staff of the Division of Human Resources shall forward all such requests to the work locations requested by the applicant.

3. **Hardship Transfers:** For purposes of this section, a "hardship" shall be a situation when a teacher has completed a year of service with the District and:

a. travels 20 miles or more one-way, by the most direct route within Broward County limits to the assigned work location; or

b. has a serious medical and/or personal problem which can be substantiated by a Board selected physician or acceptable written explanations as determined by the Superintendent. Employees meeting the criterion in this section, may apply for a medical/personal problem transfer ~~mid-year~~ at any time and may be transferred after the start of the school year for students.

c. An employee who meets the "hardship" definition will be guaranteed an interview for a Board determined vacancy at one (1) of the ten (10) schools the employee selects.

**4. Transfer Window:** Voluntary transfer applicants who have requested a specific school for the following school year must all be considered before the affected principal can fill the vacancy. ~~However, Except for hardship transfers, no transfer will be considered for any given school year~~ allowed if the employee does not apply by the last day of the regular school year and then no transfer will be allowed after the close of work on the day before school starts for students each year. Factors to be considered by the principal include, but are not limited to:

- a. required certification/qualifications for the position.
- b. sending and receiving school's faculty racial ratio.
- c. mutual agreement of employee and the affected administrators.
- d. seniority of the affected employee.

**5. Guaranteed Transfers:** Voluntary transfer applicants shall be granted a transfer if a vacancy exists for the following school year in one of ten (10) schools the employee selects based on the following conditions listed below. However, no transfer will be considered if the employee does not apply by the last day of the regular school year. No transfer will be allowed after the close of work on the day before school starts for students each year.

- a. Transfer applicant holds the required certification/qualifications for the position.
- b. The affected teacher must have completed not less than fifteen (15) consecutive years in /her current school.
- c. Not more than ten (10) percent (rounded up to the nearest whole number) of the bargaining unit members at a school will be eligible for a transfer under this section. The ten (10) percent shall be determined by the longest number of years of bargaining unit service at their current school. In case of a tie, Article Three, Section E, 3, c-d shall be utilized.
- d. If more than one eligible teacher requests the same vacancy and they are certified for said position, it shall be awarded by bargaining unit seniority. Ties shall be broken pursuant to the provisions of Article Three, E, 3.
- e. No school in the District shall be required to accept more than the following number of teachers under the provisions of this section number 5:

ESE, elementary =1

Middle =2

Vocational Centers and High Schools =3

f. The Superintendent can reject a transfer under unusual conditions as determined by the Superintendent such as the need for diverse staff, ESOL requirements and those supplements listed in Article 25, D, 5.

g. Transfers under this section shall be processed before voluntary transfers requested under section 4 above.

h. All transfers under this section shall stop on the close of work on the day before school starts for students each year.

6. **Superintendent Approval:** After the day before school starts for students each year, the Superintendent may approve voluntary transfers under extenuating circumstances as determined by the Superintendent.

7. Voluntary transfers shall not be processed until such time as the District has depleted the list of surplus teachers needing placement under Section D. below.