



WE'RE IN THIS TOGETHER!

Transfer Reminder

April 8, 2020

Transfer directions and information was sent out to all employees prior to Spring Break. DTU wants to make sure that this information was seen by all the units that DTU represents. Please make note of the dates and deadlines for applying for a transfer and the final day that transfers can be granted. **Due to the Covid-19 pandemic, there may be changes to the Teacher Opportunity Fair and the format for the event. Please watch your school board and DTU email addresses for updates and changes.**

Teacher, Paraprofessional, and UOPD Transfer Information 2020/2021

Human Resources is now accepting voluntary transfer applications for teachers, paraprofessionals, and UOPD personnel. All transfer applications must be submitted by electronically through the TalentEd system by FRIDAY, MAY 22, 2020. Please review the eligibility requirements and application instructions before you submit a transfer application. Human Resources will host a Teacher Opportunity Fair on May 7, 2020. ***With the current Covid-19 pandemic, the dates and format for this event are subject to change. Please watch your school board email for any updates that may occur.** **Transfer applications must be on file by May 1st to be eligible to attend the opportunity fair.** Attendance at the opportunity fair is not required. Submission of a transfer application does not guarantee a transfer; YOU MUST SECURE YOUR OWN TRANSFER.

Eligibility Requirement

TEACHERS and PARAPROFESSIONALS*

- Teachers requesting transfers must have a valid teaching certificate for the 2020-2021 school year for the position(s) requested.
- All teachers submitting a transfer request **MUST** have worked at their present school **AT LEAST 1 YEAR AND 11 MONTHS** to be eligible for a transfer. (This does not apply to paraprofessionals.) This limitation does not apply to teachers teaching out of their field of certification or to teachers involuntarily transferred within the past two years, or teachers wanting to transfer from a non-turnaround to TOP** school.
- **Transfers will not be allowed after Friday, June 26th to ensure schools are fully staffed by August 1st.**
- If unforeseen circumstances occur (i.e., new vacancies, principal movements, or residential relocation) employees will not be eligible to transfer unless a transfer request was submitted and approved by the May 22nd deadline.
- Transfer requests will not need to be amended once submitted. If you have one on file by the May 22nd deadline, you will be eligible to transfer to schools not listed on your original form.
- Approval of transfer requests will be based on eligibility and the submission of the Transfer Binding Commitment Form by the principal.
- Please select four schools or one region. The region list is included in the briefing and Post Office email.

- Vacancies for the 20-21 school year will be posted after the spring budget meetings have concluded.

UOPD (District and School Based Staffing) *

- Human Resources accepts voluntary transfer applications year-round in the Talent Ed Portal.
- **Civil Service employees who transfer without completing the probationary period required may be reverted to the last job title for which they have completed a probationary period, based on availability.**
- The transfer request shall remain active for one year from the date of receipt in Human Resources.
- Please select five locations or one region. The list is included.

Only employees who are eligible and have submitted a transfer application may transfer. Human Resources will provide written notification via an email for personnel whose transfer has been approved. **Employees must wait for the written approval from Human Resources before moving personal belongings and reporting to their**

***Please refer to the Collective Bargaining Agreements for specific contract language regarding transfers.**

Submitting a Transfer Application

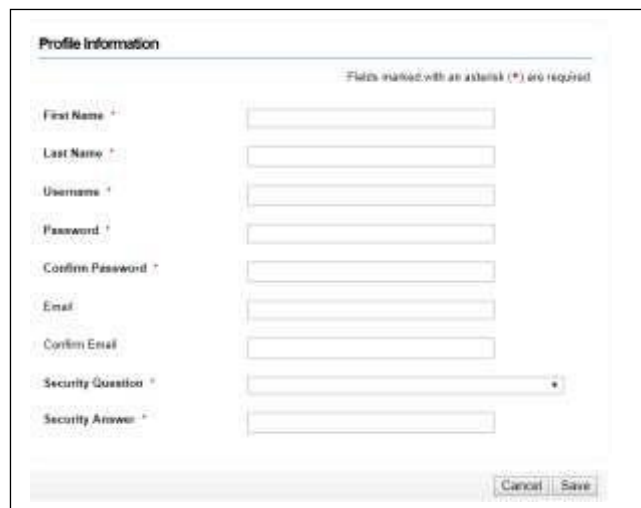
As a reminder, all applications are submitted electronically through the district's applicant portal, TalentEd. If you have never submitted an application through this portal, the instructions below outline how to create a profile and how to submit a transfer application. Please make sure you are submitting a transfer application and not a new hire applicant.

1. To apply, click the following link: <https://duvalschools.tedk12.com/hire/internalLogin.aspx>



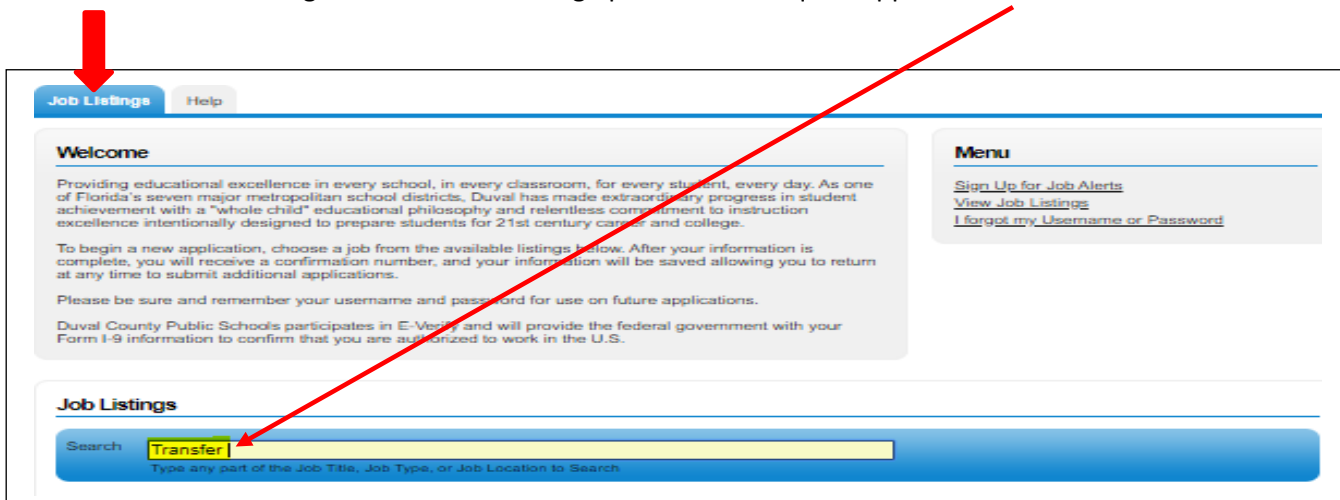
The screenshot shows a login interface with a 'Sign In' button and a navigation bar containing links for 'District Home', 'Internal', 'Admin', and 'Help'. A red arrow points to the 'Internal' link.

2. Click the internal link at the top of the page. Confirm that you are a current DCPS employee by entering, "Yes," and clicking continue. Please note that personnel who have not completed a profile, will need to do so before submitting a transfer application. Enter the information requested and click save.



The screenshot shows a 'Profile Information' form with the following fields: First Name, Last Name, Username, Password, Confirm Password, Email, Confirm Email, Security Question (a dropdown menu), and Security Answer. A red arrow points to the Security Question dropdown menu.

3. Once your profile has been established, click the Job Listings tab and select the appropriate transfer application. Typing transfer in the Job Listing's search box will bring up all transfer request applications.



The screenshot shows the 'Job Listings' page with a search bar containing the text 'Transfer'. A red arrow points to the search bar. The page also features a 'Welcome' message and a 'Menu' section with links for 'Sign Up for Job Alerts', 'View Job Listings', and 'I forgot my Username or Password'.

4. **All transfer applications will be reviewed for eligibility.** After review, an email confirming your request has been received and your eligibility status (Eligible or Not Eligible) will be sent to all transfer applicants.