

# DTU

## Keeping You Informed March 21, 2023

### Reminders: Transfers and Summer School Positions

Summer school positions and applications are due to be released by April 1, 2023. Please watch your school email if you plan to apply for a position this summer.

The Transfer Window is open and below you will see the requirements. The information was sent out to all employees by the district earlier this month. This is just a reminder if you would like to seek a transfer. Keep in mind that you must find your own position, Human Resources will not find a placement for you.

#### **Employee Transfer Eligibility**

Transfer eligibility and protocols vary by employee group. In addition to reviewing the information below, each employee is encouraged to review their collective bargaining language as it applies to transfers. All collective bargaining agreements are located on the district's Employee Central Employee Documents page.

Teacher Eligibility Requirements Each year, there is a defined window of time during which certificated personnel can transfer. Please review the eligibility criteria below to ensure that you are eligible to apply for and accept a transfer.

✓ Teachers requesting transfers must have a valid teaching certificate for the 2023 - 2024 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 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-ISI school TO an ISI School.

✓ A transfer request must be submitted via the district's electronic application system (TalentEd) and approved by the May 30, 2023 deadline. Applicants will receive an email notification from TalentEd upon successful submission of the transfer application; this serves as a receipt of submission only and not an approval for transfer. Please note, if unforeseen circumstances occur (i.e., new vacancies, principal movements, or residential relocation) employees who did not apply will not be eligible to transfer.

✓ A Transfer Binding Commitment Form submitted by the principal is required before Human Resources will process a transfer.

✓ End of Transfer Window – The transfer window for this employee group closes on June 29, 2023.

✓ The only transfers allowed beyond June 29, 2023 are for teachers moving to an ISI school.

#### **Social Worker, SLP/OT/PT, & School Psychologist Eligibility Requirements**

Voluntary transfers for this employee group are accepted year-round via the district's TalentEd application system. The time service requirement for these employee groups are as follows:

Speech Language Pathologist	Occupational Therapist	Physical Therapist	Social Worker	School Psychologist
None	None	None	2 Years of fulltime employment	2 Years of fulltime employment

**Paraprofessional Eligibility Requirements**

Though there are no years of service time requirements for this employee group; however, voluntary transfers are accepted and processed during a specific window of time as designated below.

✓ A transfer request must be submitted via the district's electronic application system (TalentEd) and approved by the May 30, 2023 deadline.

✓ End of Transfer Window – The transfer window for this employee group closes on June 29, 2023. Transfers after this date will not be allowed.

**Civil Service (District and School Based Staffing) Eligibility Requirements**

Voluntary transfers for this employee group are accepted year-round via the district's TalentEd application system.

✓ Civil Service employees who transfer without completing the required probationary period 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.