

Voluntary Transfer Request Guidelines

What is a Voluntary Transfer?

*A voluntary transfer is a lateral move (i.e. movement between the same/ similar job title and pay grades) to another site or campus.

What is the Voluntary Transfer timeline?

*The voluntary transfer timeline is from **April 1, 2010 - April 19, 2010**

Who qualifies for a Voluntary Transfer?

*Only teachers who are on a "term" contract and are not on a growth plan or have received a "below expectations" or "unsatisfactory" rating on any domain on their most recent appraisal.

* Non-exempt and hourly employees that have completed one (1) full school year and received an "above expectations" rating on their last appraisal.

How do I apply for a Voluntary Transfer?

1. Download Transfer Request Form at www.clintweb.net under the employment link.
2. The Clint ISD employee completes the Personnel Transfer Request Form with their current principal signature. *The principal/ administrator's signature is for notification purposes only.*
3. Employee sends the original, signed transfer request to Personnel Services for review.
4. Personnel Services determines if an employee meets specified qualification and confirms criteria.

What happens after the Transfer Request is submitted to Personnel Services?

1. Personnel Services prepares a master list of transfer requests for principals/ administrators after the transfer request period.
2. Principal/administrator reviews the master list.
3. Principal/administrator can select from the master list and/or the new applicant list for the interview pool. Employees who request transfers are given consideration but are not guaranteed an interview.
4. If selected for an interview, the principal/ administrator will contact the employee directly.
5. If selected for the position, the receiving principal/administrator contacts the former principal/ administrator to communicate intent to hire.
6. Personnel Services contacts the recommended employee to inform them of the intent to hire.
7. Receiving principal/administrator sends employee Personnel Action Form (PAF) to Personnel Services.
8. The PS department will process changes in assignment and site.

Please don't hesitate to contact **Personnel Services** for further assistance at 926.4066