

Employee Transfer Process for SY 2022-23

Thank you for your continued dedication and service to City Schools students during another challenging school year. This document contains important information about this year's employee transfer process and provides a high-level overview of key dates for this staffing season.

Window of Mutual Consent

Mutual consent is the term we use when both Hiring Manager and employee agree that an assignment is in both of their best interests. City Schools believes in staffing by mutual consent whenever possible, and in providing Hiring Managers and transfer-eligible staff members (i.e., voluntary transfers, surplus employees, and employees from closing school locations) with the opportunity to identify placements that are a good fit.

This year's Window of Mutual Consent (or transfer window) opens tomorrow, March 1. Transfer-eligible employees may begin submitting internal applications through the Applicant Tracking System (ATS) today for positions in which they are interested and eligible.

For employees seeking a *voluntary transfer*, the window will remain open for ten weeks – until Friday, May 6th. To be eligible for voluntary transfer, employees must submit an internal application by Friday, April 15th for consideration. After May 6th, any remaining surplus employees may continue seeking new positions through mutual consent until centralized placements are made by the Human Capital Office in July. Hiring Managers will have access to transfer-eligible employees through the ATS on a rolling-basis as employees indicate interest. Completed internal applications from transfer-eligible employees will be reviewed by the Recruitment and Selection team to confirm eligibility for the job title(s) to which they have applied within ***three business days of submission***.

After the school-based budget reconciliation process concludes in late April, we will begin posting a list of projected school-year 2022-2023 vacancies on the [Jobs page](#) of our website so that employees can begin reaching out to Hiring Managers to discuss their transfer interests. The vacancies change in real time as positions are filled, and we will update the posted vacancy list every other week.

Transfer eligibility

BTU Teacher Chapter employees, BTU PSRP Chapter employees, and school-based L44 employees are eligible to transfer, subject to the additional eligibility criteria outlined below. Employees who meet these criteria are eligible whether they are in positions for which the Hiring Manager is a Principal (i.e., unlocked positions) or positions for which the Hiring Manager is a District Office staff member (i.e., locked positions, including Pre-K program staff, certain Special Education program staff, ESOL program staff, and related service providers).

Group	Status	Eligible for Transfer	Ineligible for Transfer
BTU Teacher Chapter	Tenured (or Non-probationary)	<ul style="list-style-type: none"> Rated developing, effective, or highly effective AND/OR Surplus* 	<ul style="list-style-type: none"> Rated ineffective, unless surplus
	Non-tenured (or Probationary)	<ul style="list-style-type: none"> Surplus* 	<ul style="list-style-type: none"> All other non-tenured (or probationary) employees
BTU PSRP Chapter	Non-probationary	<ul style="list-style-type: none"> Rated effective or highly effective AND/OR Surplus* 	<ul style="list-style-type: none"> Rated developing, unless surplus
	Probationary	<ul style="list-style-type: none"> Surplus* 	<ul style="list-style-type: none"> All other probationary employees
School-based L44	Non-probationary	<ul style="list-style-type: none"> Rated meets standards or above standards AND/OR Surplus* 	<ul style="list-style-type: none"> Rated below standards, unless surplus
	Probationary	<ul style="list-style-type: none"> Surplus* 	<ul style="list-style-type: none"> All other probationary employees

**Surplus refers to employees displaced by school closing or school position changes*

Indicating Interest to Transfer and the Recommendation to Hire Form

The Applicant Tracking System (ATS) can be accessed by scrolling to the bottom of the Jobs Page on the City Schools website and clicking *Ready to Apply?* The ATS is the vehicle for employees to indicate their interest in transferring, for transfer-eligible employees (i.e., voluntary transfers, surplus employees, and employees from closing school locations) to be viewable to our Hiring Managers, and through which Recommendation to Hire (RTH) forms will be issued by Hiring Managers and accepted by employees. As always, all recommendations to hire are subject to the review and approval of the Human Capital Office.

Employees seeking to transfer must only complete the required fields on the short profile section and apply to the job titles in which they are interested and eligible (if interested in teaching in two different content areas and dual-certified, for example, employees would apply to two different teacher positions; most employees will apply to the posting with their current job title). Though not required, **we strongly encourage BTU Teacher Chapter employees and BTU PSRP Charter employees to upload a current resume for Hiring Managers to review.**

For BTU Teacher Chapter employees, BTU PSRP Chapter and L44 employees, click [here](#) for the steps to complete an internal application for SY 2022-2023. If you already have an ATS account, there is no need to create another one; simply use your current username and password. Finally, **make sure that you are applying for SY 22-23 positions (as opposed to SY 21-22).** As a reminder, you may complete every step of the internal application process on a computer, smart phone, or any other device with a web browser and internet access. If you have any questions about submitting an internal application, please email the Human Capital Office at HumanCapital@bcps.k12.md.us.

Once you have submitted your complete application, please allow three business days for it to be screened for eligibility. Then, Hiring Managers will be able to view your application.

Virtual Hiring Fair

The Human Capital Office will host its first virtual hiring fair in late April to facilitate mutual consent between Hiring Managers and transfer-eligible employees. Additional virtual hiring events will be held in May and June for surplus employees to continue seeking to identify a new assignment for the 2022-23 school year. Unless you have already accepted a transfer offer, we strongly encourage you to attend all virtual hiring events.

2022-23 Staffing Process and Timeline

Date	Action
March 1	<ul style="list-style-type: none"> • Window of Mutual Consent (transfer window) opens • Transfer eligibility criteria, process, and timeline shared with employees • Transfer-eligible employees may begin submitting internal applications for positions in which they are interested and eligible • Hiring Managers begin accessing transfer-eligible employees in the ATS • Hiring Managers and candidates reach out to each other to seek matches
March 18	<ul style="list-style-type: none"> • Declaration of Intent closes 3/18
Week of April 11	<ul style="list-style-type: none"> • Hiring Managers and eligible employees reach out to each other to seek matches • April 15th deadline for transfer-eligible employees to submit an internal application for <i>voluntary transfer</i>
Week of April 18	<ul style="list-style-type: none"> • Hiring Managers and eligible employees reach out to each other to seek matches • School-based Position Reconciliation Complete <i>Vacancy and surplus landscape known</i> • Human Capital Office provides written surplus notice to affected employees with specific information about how to indicate interest through the Applicant Tracking System (ATS)
Week of April 25	<ul style="list-style-type: none"> • Hiring Managers and eligible employees reach out to each other to seek matches • First Virtual Talent Fair to be held the week of April 25th • May 1st deadline by which non-tenured certificated employees who intend to resign must submit their resignation
Week of May 2	<ul style="list-style-type: none"> • Window of Mutual Consent closes for <i>voluntary transfers</i> on May 6th (remaining surplus may continue seeking to identify funded positions until central assignments are made by the Human Capital Office in July) • All Recommendation to Hire forms for <i>voluntary transfers</i> must be submitted and accepted electronically by employees by May 6th for consideration
Week of May 23	<ul style="list-style-type: none"> • Placement notifications for confirmed assignments will be sent to Hiring Managers and employees on a rolling basis starting this week
May and June	<ul style="list-style-type: none"> • Additional virtual hiring events to be held in May and June for surplus employees to continue seeking to identify funded positions
Week of July 11	<ul style="list-style-type: none"> • July 15th deadline by which tenured certificated employees who intend to resign must submit their resignation • Latest date for centralized placements of remaining surplus employees (7/15) • Deadline for staff to transition from a school to a district office position (7/15)