

# Memo

**To:** All Permanent, Probationary 2 and Probationary 1 Certificated Employees  
**From:** Jason Barney, Director - Human Resources  
**Date:** February 22, 2019  
**Re:** 2019-2020 Voluntary Transfers

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Certificated transfers will officially open for the 2019–2020 school year on Monday, February 25, 2019. Per the Certificated Collective Bargaining Agreement, a “Transfer” is a change of school, grade level, or department. Permanent and probationary employees may request a voluntary transfer to positions for which they are qualified and credentialed. For each available vacant position, the District will provide the opportunity for certificated employees to participate in the transfer process. Please note, temporary, intern, or substitute employees may not request a voluntary transfer.

## Procedures for Transfers:

1. To be considered for a transfer, a completed Voluntary Transfer Request Form (<http://fweb/Forms/CertificatedTransferRequest>) must be submitted to the Human Resources Division. Human Resources shall verify receipt of the request and the form will remain on file until February 28, 2020. All Voluntary Transfer Request forms now **MUST** be submitted electronically, via the Laserfiche Certificated Voluntary Transfer Request form. *Hard copies of transfer forms will not be accepted.* The link to the form can also be found on the forms page in the Staff Sharepoint. This form must be completed on the district network.
2. Human Resources shall notify principals of all transfer requests.
3. Qualified employees shall be provided equal consideration for available vacant positions; however, **principals shall consider employees currently at the site**, prior to meeting with employees from other sites.
4. For each available vacant position, principals shall meet informally, either in person at the site or by telephone, with qualified employees who have submitted the Voluntary Transfer Request Form (<http://fweb/Forms/CertificatedTransferRequest>) to Human Resources and listed the site, grade level, and/or department among the transfer choices.
5. Principals will make their staffing selection recommendations to Human Resources based upon available vacant positions and appropriate credential, specific site/program needs and/or related experience in desired position, satisfactory evaluations, and District seniority.
6. Each employee will receive written notice if he/she has been selected and a timeframe in which to accept or reject the transfer offer.

If you have any questions, please contact Lacy Allen at extension 17308 or by email at [lnallen@mvusd.net](mailto:lnallen@mvusd.net).

**CC:** Cabinet, Directors, Coordinators, Principals, School Secretaries, MVEA