



APPENDIX C  
THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

**REQUEST FOR TRANSFER (INSTRUCTIONAL)**

Name: \_\_\_\_\_  
(Last First MI)

SS#: \_\_\_\_\_ Phone No: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_  
(Street City State Zip)

Current Work Location: \_\_\_\_\_

Current Assignment (grade level[s] and subject[s]):

\_\_\_\_\_  
\_\_\_\_\_

Extra Curricular Activities/Coaching/Languages:

\_\_\_\_\_  
\_\_\_\_\_

Desired assignment (grade level[s] and subject[s]) *(You must be certified in the subject to be considered)*:

\_\_\_\_\_  
\_\_\_\_\_

Type of Transfer requested: *(see reverse for definition)*

Guaranteed       Regular       Hardship *(you must list reason[s])*

\_\_\_\_\_  
\_\_\_\_\_

List school's name and location no. where you would like to transfer:

*(Regular and Hardship may list only **ten [10]**, Guaranteed may list **ten [10]**)*

<u>School</u>	<u>Loc. No.</u>	<u>School</u>	<u>Loc. No.</u>
1. _____	_____	6. _____	_____
2. _____	_____	7. _____	_____
3. _____	_____	8. _____	_____
4. _____	_____	9. _____	_____
5. _____	_____	10. _____	_____

**NOTE: You will be considered only for the schools you have listed. Your transfer application can be submitted to Instructional Staffing any time between January 1 and December 31 of the current calendar year. Once received in Instructional Staffing, your request cannot be modified.**

\_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Principal's Signature*

\_\_\_\_\_  
*Date*

## **TRANSFERS**

### **~~B. Transfers~~**

- ~~1. A transfer is defined as a permanent (more than one semester) change in the school, center, off campus facility or other location at which the employee is regularly assigned. For purposes of this section a main building, any annex building(s), or portable classrooms shall be deemed to be part of the same school, center or off campus facility irrespective of physical location provided that all such facilities have the same administrator.~~

~~For Psychologists, Social Workers, Visiting Teacher, and other such employees who are assigned to an area (i.e. North, South, etc.), a transfer is defined as a change in the area.~~

~~Reassignment as defined in Article 25-A(1) shall not constitute a transfer for the purposes of this agreement.~~

- ~~2. A transfer for an employee who is assigned to work in a program or activity which regularly or occasionally requires performing work at more than one school, center, off campus facility or other location (e.g. store front schools or detention facilities) shall be deemed to occur only when the employee is moved to a program or activity which is under the supervision of a different principal or administrator.~~
- ~~3. The parties agree that prior to the effective date of any mergers, expansion or consolidation of programs or activities which require changes in employee work locations, the School Board will give written notice to the BTU. Upon request of the BTU, the BTU president and the Superintendent, or their respective designee, will meet and confer regarding the movement of the employee.~~
- ~~4. Employees who desire a transfer shall file a written statement with their principal of such desire on such form as set forth in annexed Appendix C, one copy of which shall be filed with the principal by the employee, one (1) copy filed with the Division of Human Resources and one (1) copy to be retained by the employee.~~
- ~~5. **Posting of Vacancies:** Except in instances when voluntary transfers are approved by the Superintendent, the Superintendent shall post in all school offices and faculty rooms, all vacancies, including the anticipated vacancy list upon publication the subject area or grade level of the vacancy, the date the vacancy will occur, the qualifications required and the school in which the vacancy exists. A vacancy shall be deemed to have occurred when a full-time employee is sought to fill a full time position. Such posting shall be made at least seven (7) working days before the vacancy is to be permanently filled.~~

~~C. **Voluntary Transfers:**~~

- ~~1. Transfer applications shall be provided by the District and may be submitted any time after January 1st for the following school year. Such applications shall remain active until the following December 31st. Any employee who has received an end of the year overall evaluation of less than satisfactory for the current and/or previous school year is not eligible for transfer. Also, any teacher who is under a Performance Development Plan is ineligible for transfer.~~

~~Applicants may request and specifically list six (6) schools to which they are interested in transferring.~~

- ~~2. The staff of the Division of Human Resources shall forward all such requests to the work locations requested by the applicant.~~

- ~~3. **Hardship Transfers:** For purposes of this section, a "hardship" shall be a situation when a teacher has completed a year of service with the District and:~~

- ~~a. travels 20 miles or more one-way, by the most direct route within Broward County limits to the assigned work location; or~~

- ~~b. has a serious medical and/or personal problem which can be substantiated by a Board selected physician or acceptable written explanation as determined by the Superintendent. Employees meeting the criterion in this section, may apply for a medical/personal problem transfer mid-year.~~

- ~~c. An employee who meets the "hardship" definition will be guaranteed an interview for a Board determined vacancy at one (1) of the ten (10) schools the employee selects.~~

- ~~4. **Transfer Window:** Except for hardship transfers, voluntary transfer applicants who have requested a specific school for the following school year must all be considered before the affected principal can fill the vacancy. However, no transfer will be allowed after the close of work on the day before school starts for students each year. Factors to be considered by the principal include, but are not limited to:~~

- ~~a. required certification/qualifications for the position.~~

- ~~b. sending and receiving school's faculty racial ratio.~~

- ~~c. mutual agreement of employee and the affected administrators.~~

d. ~~seniority of the affected employee.~~

5. ~~**Guaranteed Transfers:** Voluntary transfer applicants shall be granted a transfer if a vacancy exists for the following school year in one of ten (10) schools the employee selects based on the following conditions listed below. However, no transfer will be allowed after the close of work on the day before school starts for students each year.~~

a. ~~Transfer applicant holds the required certification/qualifications for the position.~~

b. ~~The affected teacher must have completed not less than fifteen (15) consecutive years in /her current school.~~

c. ~~Not more than ten (10) percent (rounded up to the nearest whole number) of the bargaining unit members at a school will be eligible for a transfer under this section. The ten (10) percent shall be determined by the longest number of years of bargaining unit service at their current school. In case of a tie, Article Three, Section E, 3, c-d shall be utilized.~~

d. ~~If more than one eligible teacher requests the same vacancy and they are certified for said position, it shall be awarded by bargaining unit seniority. Ties shall be broken pursuant to the provisions of Article Three, E, 3.~~

e. ~~No school in the District shall be required to accept more than the following number of teachers under the provisions of this section number 5:~~

ESE, elementary	=1
Middle	=2
Vocational Centers and High Schools	=3

f. ~~The Superintendent can reject a transfer under unusual conditions as determined by the Superintendent such as the need for diverse staff, ESOL requirements and those supplements listed in Article 25, D, 5.~~

g. ~~Transfers under this section shall be processed before voluntary transfers requested under section 4 above.~~

h. ~~All transfers under this section shall stop on the close of work on the day before school starts for students each year.~~

6. ~~**Superintendent Approval:** After the day before school starts for students each year, the Superintendent may approve voluntary~~

~~transfers under extenuating circumstances as determined by the Superintendent.~~

- ~~7. Voluntary transfers shall not be processed until such time as the District has depleted the list of surplus teachers needing placement under Section D. below.~~