

Internal Lateral Transfer Process

Timeline

- Internal Transfer application **opens** mid January
- Internal Transfer application **closes** April 1
- **Final day to offer/accept a transfer** will be May 15

The district transfer process is utilized to provide an opportunity for any employee to indicate interest in having their assignment changed to another campus. Employees interested in moving to another campus/location should complete the Internal Lateral Transfer application in Skyward Employee Access.

Once transfer requests are submitted they are viewable to the Human Resources Department and administrators of each campus/department. An up-to-date resume is a requirement to submit the Internal Lateral Transfer application in Skyward.

Eligibility

Professional or paraprofessional employees who meet the following criteria may complete the Internal Lateral Application for request to transfer to a different campus or location:

- Teachers must be considered proficient, or the equivalent, on the most recent T-TESS summative evaluation, with no "Improvement Needed" noted within any domain.
- Other personnel must have performance appraisal scores on their summative evaluation of at least "Proficient" for the most recent year of employment.
- Employees are highly encouraged to discuss with their immediate supervisor prior to submitting an Internal Lateral Transfer application. As a reminder, once this application is submitted it is viewable to the Human Resources Department and all administrators from each campus/department.

Transfer requests are **not** needed if....

- Employees desire a lateral position on the campus they are currently assigned. This preference can be communicated directly to the campus principal without completing an Internal Lateral transfer application.
- Individuals desiring a different position on another paygrade such as a teacher wanting to move to a counselor or administrative role, or an educational aide wanting to change to an office role, should not submit an Internal Lateral Transfer application. Instead they should submit an application for the position via the district's public website.

Not all transfer requests will be approved. To be considered, the following criteria will be used:

- Staff members must submit their request by **April 1** of the year prior to the school year the transfer would be in effect.
- Professional staff must have appropriate state certification and meet any federal requirements for any transfer requested.

- All transfers require the approval of Human Resources.
- Lateral transfers between campuses will not be accepted after May 15 (all recommendations must be entered in Skyward by 5:00 p.m. on May 15).
- New employees who are hired will not be allowed to laterally transfer between schools after May 15.

Any exceptions to the above mentioned criteria are subject to extenuating circumstances as approved by HR. An example of an extenuating circumstance would include additional compensation available to a candidate.

Processing of Transfers--Principals/Supervisors will evaluate Internal Lateral Transfer applications in light of existing openings and other applicants. Submitting a Lateral Transfer application **does not** guarantee an interview for an opening or an approved transfer.

Hiring managers shall speak to the lead administrator (principal or director) at the location the current employee is assigned prior to submitting a recommendation to HR.

Situations may occur where the district transfers an employee who has not initiated a transfer request. Most commonly, this would occur with changes in student enrollment counts, grade level reconfiguration of campuses, or opening of new campuses.

How to submit an Internal Lateral Transfer application

Login to Skyward Employee Access

Select Fast Track Open Positions

Select "Transfer" under positions

Click "Search for Posted Positions"

Check the "Apply" box next to the Position Description of "Transfer"

Click "Apply for Selected Position"

Processing *(For Hiring Managers and HR use only)*

Hiring manager enters a 380 (recommended for internal lateral transfer) and documents the lead administrator of the location they spoke to for a reference.

Laserfiche identifies 380 - HR Review of position control - eligibility confirmed (evaluation review and confirm position is indeed a lateral position) - offer ready for hiring manager - hiring manager offers and selects accepted or declined on the Laserfiche form.

