



## **Certified Voluntary Transfer Procedure**

### **HUM-P021**

Clarksville-Montgomery County School System

#### **1.0 SCOPE:**

- 1.1 This procedure outlines the process for certified employees applying for a voluntary transfer.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

#### **2.0 RESPONSIBILITY:**

- 2.1 Human Resources Team

#### **3.0 APPROVAL AUTHORITY:**

- 3.1 Director of Certified Employment

#### **4.0 DEFINITIONS:**

- 4.1 Voluntary Transfer- When a certified employee requests to move from their current position to another position.

#### **5.0 PROCEDURE:**

- 5.1 The Employee completes the Request for Transfer for the upcoming school year using the online certified employee transfer system between January 1<sup>st</sup> and April 1<sup>st</sup> of the current school year.
- 5.2 The deadline for submission of transfer requests for the upcoming school year is April 1<sup>st</sup> of the current school year.
  - 5.2.1 Exceptions to the submission timeframe will be noted on the CMCSS website Certified Job Openings (i.e. new school opening, specialized positions based upon Director of School's designee's request).
- 5.3 Current and prospective principals will receive submitted transfer requests electronically. The current principal must approve or deny the request before the prospective principal will receive the request.
- 5.4 Prospective principals will select which transfer applicants to interview.
- 5.5 The selected employees will be contacted to schedule an interview. Those not selected will be notified via email.
- 5.6 Prospective principals will notify Human Resources of accepted transfer requests for the upcoming school year by May 1<sup>st</sup>.
- 5.7 The effective date of accepted transfers will be the 1<sup>st</sup> day of the new school year, or as indicated on the submitted transfer recommendation form for specialized positions.

#### **6.0 ASSOCIATED DOCUMENTS:**

- 6.1 Certified Transfer Employee Guidelines-Employee Handbook ([HUM-M001](#))
- 6.2 Transfers ([HUM-A058](#))



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### **7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Transfer Request online submission	Transfer system archives	Indefinitely	N/A	Stored by Technology department

### **8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
10/13/2011		Initial Release
11/01/2011	A	Delete line stating that Principals will contact those not chosen for interview.
10/18/2012	B	Revise 5.3 date to May 1. Revise 5.4 date to May 15. Revise effective date of transfer to upcoming school year. Revise flow chart to reflect changes in procedure.
11/26/2012	C	Update procedure to reference new electronic process
2/19/13	D	Added Transfers policy to Associated Documents
10/15/13	E	Remove reference to HUM-F004, no longer using paper process, add prospective to clarify which principal is involved in the step, add retention of online transfer submission, update flowchart and logo
10/30/15	F	Updated 5.1, 5.2.1, 5.5, and flowchart.
9/6/17	G	Updated 5.2.1, 5.7, and flowchart.
4/3/18	H	Changed end date for submissions to May 15 <sup>th</sup> to match policy HUM-A058.
10/6/22	I	Updated the transfer deadline window.
7/12/22	J	Title update from Director of Educator Quality to Director of Certified Employment.

**\*\*\* End of Procedure \*\*\***