



THE SCHOOL DISTRICT OF
PALM BEACH COUNTY, FL

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December 15, 2023
Bulletin #PD 24-175 CHR

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**Action By:
Information Only**

TO: Principals and Directors

FROM: Tim Kubrick / Chief of Human Resources

**SUBJECT: FY25 VOLUNTARY TRANSFER PROCESS TIMELINE - REVISED - ORIGINAL BULLETIN DATE WAS
12/4/23**

Voluntary Transfer Period

The Voluntary Transfer Period begins **Monday, January 8, 2024, and ends Wednesday, May 8, 2024**. During the Voluntary Transfer Period, only currently eligible instructional employees (the applicant is within or has three consecutive years of regular employment as a teacher within the District, excluding interim positions less than 99 days. Employees who have completed probation at the time of the transfer and are transferring into a priority school, as defined by the District each December with input from the Association, from a non-priority school, will be considered to fill posted vacancies for the FY25 school year). Teachers who are eligible for Voluntary Transfer may also apply to UniSig Project Schools. All teachers with a union seniority date of **January 4, 2022, January 5, 2022**, or before are eligible for Voluntary Transfer. For questions regarding special circumstances on seniority dates, please contact your designated HR Partner.

On Monday, January 8, schools and departments may begin to create FY25 job postings for known vacancies, i.e. resignations/retirements. Schools and departments must select the correct fiscal year in which the position is available when advertising the position (FY Status = FY25).

During the month of January, all instructional vacancies for the FY25 school year may be offered to current teachers who are eligible for voluntary transfer. Beginning **Monday, February 5**, instructional vacancies for the FY25 school year may be filled with either internal or external applicants, including current interim and substitute teachers.

All FY25 instructional jobs must be advertised by the end of the day on **Friday, May 3**. Job offers for positions advertised during the Voluntary Transfer Period **must be extended on PeopleSoft by the end of the day on Tuesday, May 7, in order for them to be honored and processed. All postings NOT offered by Tuesday, May 7, will be subject to the hiring hold.**

Date summary:

- **Positions MUST be advertised by Friday, May 3**
- **Offer MUST be extended by Tuesday, May 7**

Once the applicant has applied and submitted his/her [PBSD 1623 Teacher Voluntary Transfer](#) form to the school/department, the principal/director will verify the applicant's eligibility using [PBSD 1623](#). The Principal/Director may then review/screen the applicants and **is required to interview** the two most senior applicants, who are properly certified and have submitted their complete application, including [PBSD 1623](#). **Teachers cannot be hired into a Voluntary Transfer position out-of-field; this includes the new reading requirements.**

To hire a transfer, schools/departments must follow these steps:

1. Update the disposition of **020 Applied** to **070 Offer Extended** in the applicant's screen.
2. Send the selected employee's name, Applicant ID#, Employee ID#, Job Opening ID#, Job Title, Position #, and effective date via email to your designated contact in Recruitment & Retention.
3. Add **Voluntary Transfer** in the subject line of your email.

Note:

- **Any Unit Adjustment Transfer (UAT) teacher is eligible to apply for a voluntary transfer, as set forth herein, regardless of the employee's years of service in the District or contract status.**
- Copies of this bulletin should be made available for teachers in an accessible location.
- The completed [PBSD 1623](#) must be submitted to every school to which a teacher applies to be considered for voluntary transfer.
- For union seniority date/start date as a teacher in the District, employees are to contact the HR Customer Care Center at 561-434-8777 and press 1 for HR.

How to access [Form 1623](#) for eligible employees: (Use Google Chrome)

1. Click on the HUB, District Intranet tile in your Employee Portal
2. Click on the District Forms button (bottom of the screen)
3. Enter 1623 in the field for Form Number
4. Click the PDF icon (the form will open)

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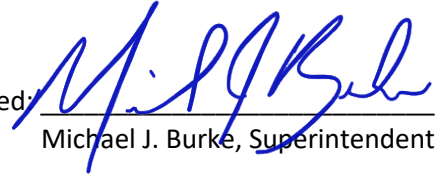
5. Complete the Teacher Voluntary Transfer Form

6. Submit the form via email to the school to which you are applying. You may also attach the form to your online application.

Unit Adjustment Transfer (UAT) Period: An FY25 UAT bulletin will be forthcoming in March with detailed instructions.

Attachments

Approved: _____


Michael J. Burke, Superintendent



HR Priority Support Schools List FY24

HR Priority Support Schools are identified each school year, based on Academic and HR data measures from the previous school year.

The list is used to provide these schools with the following supports:

1. Teachers who have completed their probationary year transferring from non-Priority Support School, may transfer into a Priority Support School during the Voluntary Transfer period per [CBA with CTA](#).
2. Substitutes may receive the additional \$3 supplement for subbing at these schools
3. Exemptions from Hiring Holds
4. Enhanced support in recruitment and retention strategies and efforts (candidate lists, job fairs, recruitment and retention programs, etc.)



HR Priority Support Schools List FY24

Elementary Schools (30)

Barton Elementary
Belle Glade Elementary
Benoist Farms Elementary
Belvedere Elementary
Dr. Mary M. Bethune Elementary
Glade View Elementary
Gove Elementary
Grove Park Elementary
Highland Elementary
Hope Centennial Elementary
Indian Pines Elementary
KEC/Canal Point Elementary
Liberty Park Elementary
Lincoln Elementary
Northmore Elementary
Orchard View Elementary
Pahokee Elementary
Pine Grove Elementary
Pioneer Park Elementary
Pleasant City Elementary
Rolling Green Elementary
Roosevelt Elementary
Rosenwald Elementary
Seminole Trails Elementary
Starlight Cove
UB Kinsey/Palmview Elementary
Washington Elementary
West Gate Elementary
West Riviera Elementary
Westward Elementary



HR Priority Support Schools List FY24

Middle Schools (12)

Bear Lakes Middle
Carver Middle
Congress Middle
HL Watkins Middle
Jeaga Middle
John F. Kennedy Middle
Lake Shore Middle
Lake Worth Middle
LC Swain Middle
Lantana Middle
Palm Springs Middle
Tradewinds Middle School

High Schools (11)

Boynton Beach High
Crossroads Academy
Glades Central High
Lake Worth High
Pahokee Middle/Senior High
Palm Beach Gardens High
Palm Beach Lakes High
Turning Points Academy
Forest Hill High School
Riviera Beach Prep
South Area Intensive Transition

ESE Campuses (2)

Indian Ridge School
Royal Palm School