

BALTIMORE CITY PUBLIC SCHOOLS

Bernard C. "Jack" Young
Mayor, City of Baltimore

Linda Chinnia
Chair, Baltimore City Board of
School Commissioners

Dr. Sonja Brookins Santelises
Chief Executive Officer

Special Employee Transfer Process for SY 2020-2021: April – May 2020

We understand that this is truly a spring with no recent precedent, and thank you for your service to City Schools students in what we know are professionally and personally unsettling times. We sincerely hope that you are well.

This document provides staffing information, highlights changes for this year in light of the restrictions due to COVID-19, and provides a high-level overview of key dates for this spring.

Transfer Process in Light of COVID-19

Amid the current state of remote work and social distancing, we will be shifting all transfer activities to a virtual setting until further notice. Over the next two weeks, we will be providing Hiring Managers with additional guidance and detailed resources for using virtual platforms, specifically as it relates to recruitment and selection processes, including for transfer applicants.

Please expect interviews with Hiring Managers and their hiring teams, as applicable, to occur virtually via video platforms, such as Skype or Teams. Additionally, we are intending to host **Virtual Talent Fairs** to provide transfer-eligible employees and Hiring Managers with centrally-coordinated opportunities to connect virtually.

Window of Mutual Consent

Mutual consent is the term we use when both a Hiring Manager and a staff member agree that an assignment is in both their best interests. City Schools believes in staffing by mutual consent whenever possible, and in providing Hiring Managers and transfer-eligible staff members with the opportunity to identify placements that are a good fit.

This year's Window of Mutual Consent (or transfer window) will open on Monday, April 20th. Transfer-eligible employees may begin submitting internal applications online that day. Completing an internal application puts you on the roster to be considered for transfer.

For employees seeking a *voluntary transfer*, the window will remain open for five weeks – until Friday, May 22nd. To be eligible for voluntary transfer, employees must submit an internal application by Friday, May 15th so that applications can be screened and matches can be made by the May 22nd deadline. After May 22nd, any remaining surplus employees may continue seeking new positions through mutual consent, until the Human Capital Office makes central assignments in July. Hiring Managers will have access to transfer-eligible employees through the Applicant Tracking System (ATS) this year on a rolling-basis as employees indicate interest.

After our budget reconciliation process concludes in the next week, we will post a list of projected School Year 2020-2021 vacancies on the [Jobs page](#) of our website so that you can begin reaching out to Hiring Managers to discuss your transfer interests. The vacancies will change in real time as positions are filled, and we will update the posted vacancy list weekly.

Transfer eligibility

BTU Teacher Chapter employees, BTU PSRP Chapter employees, and school-based L44 employees are eligible to transfer, subject to the additional eligibility criteria outlined below. Those employees who meet these criteria are eligible whether they are in positions for which the Hiring Manager is a Principal (i.e., unlocked positions) or positions for which the Hiring Manager is a District Office staff member (i.e., locked positions, including Pre-K program staff, certain Special Education program staff, ESOL program staff, and related service providers).

Group	Status	Eligible for Transfer	Ineligible for Transfer
BTU Teacher Chapter	Tenured (or Non-probationary)	<ul style="list-style-type: none">• Rated developing, effective, or highly effective AND/OR• Surplus*	<ul style="list-style-type: none">• Rated ineffective, unless surplus
	Non-tenured (or Probationary)	<ul style="list-style-type: none">• Surplus*	<ul style="list-style-type: none">• All other non-tenured (or probationary) employees
BTU PSRP Chapter	Non-probationary	<ul style="list-style-type: none">• Rated effective or highly effective AND/OR• Surplus*	<ul style="list-style-type: none">• Rated developing, unless surplus
	Probationary	<ul style="list-style-type: none">• Surplus*	<ul style="list-style-type: none">• All other probationary employees
School-based L44	Non-probationary	<ul style="list-style-type: none">• Rated meets standards or above standards AND/OR• Surplus*	<ul style="list-style-type: none">• Rated below standards, unless surplus
	Probationary	<ul style="list-style-type: none">• Surplus*	<ul style="list-style-type: none">• All other probationary employees

**Surplus refers to employees displaced by school closing or school budget changes*

Indicating Interest to Transfer and the Recommendation to Hire Form

The Applicant Tracking System (ATS) can be accessed online at <http://bit.ly/bcps-transfer>. The ATS is the vehicle for employees to indicate their interest in transferring, for transfer-eligible employees (i.e., voluntary transfers, surplus employees, and employees from closing school locations) to be viewable to our Hiring Managers, and through which Recommendation to Hire (RTH) forms will be issued by Hiring Managers and accepted by employees. As always, all recommendations to hire are subject to the review and approval of the Human Capital Office.

Employees seeking to transfer must only complete the required fields on the short profile section and apply to the job titles in which you are interested and eligible (if you are interested in teaching in two different content areas and are dual-certified, you would apply to two different teacher positions; most employees will apply to the posting with their current job title). Though not required, **you may wish to upload a resume for Hiring Managers to review.**

For BTU Teacher Chapter employees, BTU PSRP Chapter and L44 employees, click [here](#) for the steps to complete an internal application for SY 2020-2021. If you already have an ATS account, there is no need to create another one; simply use your current username and password. Finally, make sure that you are applying for SY 20-21 positions (as opposed to SY 19-20).

You may complete every step of the internal application process on a computer, smart phone, or any other device with a web browser and internet access. If you wish to seek a transfer but you do not have any device with a web browser and internet access, call the Human Capital Office at 410-396-8885 and a team member will discuss options with you.

Once you have submitted your application, please allow 1-2 business days for it to be screened for eligibility. Then, Hiring Managers will be able to view your application.

Talent Fairs

During the Window of Mutual Consent, the Human Capital Office will host Virtual Talent Fairs to facilitate mutual consent between Hiring Managers and transfer-eligible employees. One advantage of virtual hiring is that we may have greater flexibility and may be able to host multiple events (by grade-level, for example) rather than a single Talent Fair. Unless you have already accepted a transfer offer, we strongly encourage you to attend any Virtual Talent Fairs.

Transfer process and timeline

Date	Action
Week of April 20	<ul style="list-style-type: none"> • Transfer eligibility criteria, process, and timeline will be shared with employees • Transfer-eligible employees may begin submitting an internal application for positions in which they are eligible and interested • Window of Mutual Consent (transfer window) opens • Hiring Managers can begin accessing transfer-eligible employees in ATS • Employees and Hiring Managers reach out to each other to seek matches
Week of April 27	<ul style="list-style-type: none"> • Human Capital Office posts the list of available vacancies online for employees • Employees and Hiring Managers reach out to each other to seek matches • Hiring Managers complete conversations with surplus employees by 4/30 • Deadline for this year’s Declaration of Intent (5/1) • Human Capital Office provides written surplus notice by May 1st to affected employees with specific information about how to indicate interest through the Applicant Tracking System (ATS) • May 1st deadline by which non-tenured certificated employees who intend to resign must submit their resignation
Week of May 4	<ul style="list-style-type: none"> • Employees and Hiring Managers reach out to each other to seek matches
Week of May 11	<ul style="list-style-type: none"> • Employees and Hiring Managers reach out to each other to seek matches • Virtual Talent Fairs to be held by this week (including a surplus staff fair) • May 15th deadline for transfer-eligible employees to submit an internal application for voluntary transfer
Week of May 18	<ul style="list-style-type: none"> • Employees and Hiring Managers reach out to each other to seek matches • Window of Mutual Consent closes for voluntary transfers on May 22nd (remaining surplus may continue seeking to identify funded positions until central assignments are made by the Human Capital Office in July) • All Recommendation to Hire forms for <i>voluntary transfers</i> must be submitted and accepted electronically by employees by May 22nd for consideration
Week of May 25	<ul style="list-style-type: none"> • Placement notifications for confirmed assignments will be sent to Hiring Managers and employees on a rolling basis starting this week
Week of July 13	<ul style="list-style-type: none"> • July 15th deadline by which tenured certificated employees who intend to resign must submit their resignation • Latest date for centralized placements of remaining surplus employees