

# 2019-2020 LICENSED TRANSFER PROCESS



DEPARTMENT OF HUMAN RESOURCES AND TALENT DEVELOPMENT

Loudoun County Public Schools

## 2019-2020 Licensed Transfer Process Timeline

### **Monday, December 3, 2018**

- Round I begins for eligible licensed staff to begin submitting transfer applications through Oracle Self Service online

### **Thursday, December 13, 2018**

- Transfer Process Q&A for Licensed Employees  
Administration Building, 3rd Floor, 4:30 p.m. - 5:30 p.m.

### **Tuesday, December 18, 2018**

- Transfer Process Q&A for Licensed Employees  
Administration Building, 3rd Floor, 4:30 p.m. - 5:30 p.m.

### **Thursday, January 3, 2019**

- Round I applications due to the Department of Human Resources and Talent Development via Oracle Self Service online
- Teacher application portion of Round I ends

### **Friday, January 4, 2019, through Monday, February 4, 2019**

- Round I for principals to review internal transfer applications begins
- Principals conduct interviews with teachers interested in transferring to their schools

### **Monday, February 4, 2019**

- Principals complete interviews and submit results and recommendations for transfers
- Deadline for teachers on Leave Without Pay to notify Department of Human Resources and Talent Development if they plan to return for 2019-2020

### **Monday, February 4, 2019, through Friday, February 8, 2019**

- Voluntary Transfer requests and proposed Involuntary Reassignment names provided by principals to the Department of Human Resources and Talent Development\*

---

\* Involuntary reassignments may be made following this date due to additional changes in staffing needs at schools. The principals at the impacted schools and the Department of Human Resources and Talent Development will notify affected employees of their reassignment and new placement as quickly as possible following the involuntary reassignment decision being made.

**Monday, February 11, 2019, through Friday, February 15, 2019**

- Principals notify affected teachers of involuntary reassignments from their schools

**Tuesday, February 19, 2019\***

- Emails confirming Round I voluntary transfers and involuntary reassignments sent to employees by the Department of Human Resources and Talent Development
- Round II opens

**Friday, June 28, 2019**

- Round II ends, and the Licensed Transfer Process closes

**Loudoun County Public Schools  
Licensed Transfer Process for the  
2019-2020 School Year**

**FREQUENTLY ASKED  
QUESTIONS**

QUESTION	ANSWER
What is meant by “voluntary” and “involuntary?”	<i>Voluntary means you voluntarily entered the transfer process and received a transfer to a requested position or location. Involuntary means that you received a placement that you did not request.</i>
How do I apply for a position through the Licensed Transfer Process?	<i>Round I and Round II positions are posted on the job posting board housed in Oracle Self-Service, which can be found via the LCPS homepage (<a href="http://www.lcps.org">www.lcps.org</a>): <b>Oracle Self Service</b> (on left side of page) &gt; LCPS IRC Employee Candidate &gt; Employee Candidate &gt; Search For Jobs</i>
Where can I find more details about eligibility for the Licensed Transfer Process?	<i>Please review Policy 7304 and Regulation 7304 for a detailed description of both the Licensed Transfer Process (including eligibility) and the Involuntary Reassignment Process.</i>
If I enter Round I of the Transfer Process, am I <u>more</u> at risk for being involuntarily reassigned to a school not of my choice?	<i>No.</i>
May I request a transfer to another area where I hold licensure?	<i>Yes, even if you do not want to change schools, you can enter the transfer process to apply for positions in another subject area for which you are endorsed.</i>
If I do not get the transfer I requested in Round I, may I apply in Round II?	<i>Yes.</i>
If I accept a transfer I requested in Round I, can I apply to transfer in Rounds II?	<i>No.</i>
If I am involuntarily reassigned in Round I, and accept a voluntary transfer in Round II, may I still apply for another voluntary transfer?	<i>If you have been involuntarily reassigned in Round I, and then have accepted a voluntary transfer in Round II, you may only accept a second lateral voluntary transfer if that transfer would return you to your original school.</i>
How will I find out if I have been involuntarily reassigned?	<i>You will be notified by your principal between Monday, February 11, 2019, and Friday, February 15, 2019. You will also be notified of your placement via e-mail by HRTD by Tuesday, February 19, 2019.</i>

**Loudoun County Public Schools  
Licensed Transfer Process for the  
2019-2020 School Year**

**FREQUENTLY ASKED  
QUESTIONS**

QUESTION	ANSWER
What does “EOY” mean?	<i>End of Year Contract. Employees who are on an End of Year contracts are not eligible to participate in the Licensed Transfer Process.</i>
May I apply for a transfer if I am receiving mid-year support?	<i>Employees who have not successfully completed the Mid-Year Support program are not eligible to transfer.</i>
May I apply for a transfer if my performance rating is Developing/Needs Improvement or Unsatisfactory?	<i>Yes, you may apply; however, a Developing/Needs Improvement or Unsatisfactory rating may impact your ability to be selected for a transfer.</i>
May I apply for a transfer even if I am not on Continuing Contract?	<i>Yes, if you are an eligible licensed employee on an Annual or Continuing contract, you may apply for voluntary transfers. Please refer to School Board Policy and Regulation 7304 for more information.</i>
How will hiring managers know that I am an internal applicant, versus an external applicant who does not currently work for LCPS?	<i>Round I is only for current LCPS licensed employees. Therefore, all candidates are internal. In Round II, the distinction between an internal and external candidate is made via the work history provided and on the resume submitted.</i>
Who will notify me if I am selected to interview for a position?	<i>If you are selected for an interview, you will be notified by the appropriate principal or supervisor.</i>
Who will notify me if I am selected for a transfer?	<i>An administrator from the Department of Human Resources and Talent Development will contact you if you are selected for transfer.</i>
Will all of the information on my application saved between rounds?	<i>No. If you have not secured a job in Round I, you will need to submit a separate internal application for each position of interest that is posted in Round II.</i>
May I apply to transfer to a Dean or Department Chair position?	<i>Yes. You should submit an application using Oracle Self-Service and apply for the position for which you are interested.</i>
Are Instructional Facilitators for Technology (formerly TRTs), Librarians, and Counselors, still posted on a separate website from other licensed positions?	<i>No. All position vacancies are now posted on the job posting board that is housed in Oracle Self-Service. Internal applicants should apply via Oracle Self-Service as you would for any position.</i>



# Loudoun County Public Schools Department of Human Resources and Talent Development

December 3, 2018

**TO: All Licensed Employees**

**FROM:** Dr. Kimberly L. Hough, Assistant Superintendent  
Human Resources and Talent Development

Christopher G. Bennett, Director  
Human Resources and Talent Development, Elementary & Support Services

Alix Smith, Director  
Human Resources and Talent Development, Secondary & Special Education

**SUBJECT: 2019-2020 Automated Licensed Transfer Process**

## **WELCOME TO THE ANNUAL LICENSED TRANSFER PROCESS!**

**The transfer process for the 2019-2020 school year will begin for licensed employees on December 3, 2018.**

The policies and procedures related to Involuntary Reassignments and Voluntary Transfers remain unchanged from last year. **Please review School Board Policy 7304 and Regulation 7304 on “Licensed Employee Transfers and Involuntary Reassignments” to re-familiarize yourself with the policy and its associated procedures.** We encourage you to review each policy and the regulation for a complete description of the transfer process; however, for your reference, we have also highlighted below several of the policy’s provisions.

### **Regarding the Licensed Transfer Process:**

- Eligible licensed employees currently holding either an Annual or Continuing contract may enter the Licensed Transfer Process to apply for voluntary transfers.
- Employees who are not eligible for a voluntary transfer include:
  - Employees in positions that are .40 FTE or less;
  - Employees on End-of-Year contracts;
  - Employees who have not successfully completed the Mid-Year Support program; or,
  - Employees who are not otherwise eligible for continued employment in the upcoming school year.

- Eligible positions can be posted one of three ways, upon a principal’s request:
  - Internally only;
  - Simultaneously posted internally and externally; or,
  - Internally first, and then later as an external posting.
- Positions posted as part of the Licensed Transfer Process will remain posted until filled.
- The Licensed Transfer Process concludes each year on June 30<sup>th</sup> (or the last business day of the month if June 30<sup>th</sup> falls on a weekend). **This year, the transfer process will conclude on June 28, 2019.**
  - Limited exceptions may be made to grant an internal transfer after June 28<sup>th</sup> if certain approvals, including the agreement of both principals and HRTD, are obtained. Information about these types of exception requests is outlined in Policy and Regulation 7304.
  - Please see Policy 7304 for additional information about Special Education program moves and reassignments.

As a reminder, the Licensed Transfer Process is a confidential process. Names of employees who are seeking transfers will not be provided by the Department of Human Resources and Talent Development to the employee’s current principal or supervisor. However, a principal or supervisor may contact an employee’s current principal or supervisor for an internal reference, in which case an employee’s interest in transferring would become known.

**Accessing the Licensed Transfer Process**

**The Licensed Transfer Process is accessed through Oracle Self-Service.** Oracle Self-Service can be found via the LCPS homepage ([www.lcps.org](http://www.lcps.org)):

*Oracle Self Service (on left side of page) > LCPS IRC Employee Candidate > Employee Candidate > Search For Jobs*

**Attached to this memorandum is a flyer that provides instructions for submitting an internal application for a position, as well as tips for searching for positions.**

A complete application, including a resume, must be submitted for your application to be considered “complete” and viewable to principals.

The Department of Human Resources and Talent Development is not responsible for misdirected or incomplete transfer submissions, and cannot make changes relative to your transfer application once submitted.

## **The Transfer Rounds**

The Licensed Transfer Process for 2019-2020 School Year **opens on Monday, December 3, 2018, and concludes on Friday, June 28, 2019.**

### **Round I Information:**

Eligible licensed employees may submit applications through Oracle Self-Service **beginning Monday, December 3, 2018, through Thursday, January 3, 2019.**

In Round I, three positions will be posted:

- Teacher, Elementary School
- Teacher, Middle School
- Teacher, High School

You may apply for any of the three positions, depending on your program-level of endorsement(s) and interest. Within your application, you will select the endorsement(s) you hold, as well as select the schools to which you are interested in transferring.

Only the principals of the schools you have selected will see you in their applicant list.

### **Round II Information:**

Round II of the Licensed Transfer Process begins on **Tuesday, February 19, 2019, and concludes on Friday, June 28, 2019.**

In Round II, specific positions will be posted via Oracle Self-Service (e.g., Teacher, English at Freedom High School; Teacher, Grade 1 at Mill Run Elementary School, etc.). You will be identified as an internal applicant by your work history provided, and on the resume you upload.

Principals will contact you directly for an interview, if interested in your candidacy for their position. Official offers to transfer are made by the Department of Human Resources and Talent Development.

### **A Note Regarding Contracts for 2019-2020**

Signing your contract will not prevent a transfer. If you are selected for a transfer after signing your contract, you will not receive a new contract. Instead, you will receive written verification of your placement for the 2019-2020 School Year.

If you have any questions about transferring, please email us at [transfers@lcps.org](mailto:transfers@lcps.org), or contact your respective Human Resources and Talent Development Supervisor:

*Kristi Hurd – Secondary: 571-252-1645*  
*Sharon Bean – Elementary: 571-252-1179*