



STATE OF HAWAII
DEPARTMENT OF EDUCATION
P.O. BOX 2360
HONOLULU, HAWAII 96804

This year's transfer period memo has NOT YET been posted. We are distributing the old memo to serve as general information. You may check DOE Memos through Lotus Notes for the current memo.

OFFICE OF HUMAN RESOURCES

February 9, 2015

**POST AND DISTRIBUTE
TO ALL TEACHERS**

TO: Teachers

FROM: Barbara A. Krieg 
Assistant Superintendent

SUBJECT: **Teacher Assignment and Transfer Program for School Year 2015-2016**

The Teacher Assignment and Transfer Program (TATP) for School Year 2015-2016 will be effective February 27, 2015 - May 6, 2015. The provisions of the July 1, 2013 - June 30, 2017, Agreement between the Hawaii State Teachers Association (HSTA) and the State of Hawaii, Board of Education, specifically Article VII (F), Transfer and Appendix IX, Memorandum of Understanding (Experimental Transfer Program) will be implemented as follows:

1. Two (2) Vacancy Posting Announcements:

There will be two (2) posting announcements as follows:

TATP Posting #1	February 27 – March 12, 2015
Interview and Selection	March 13 – April 2, 2015
TATP Posting #2	April 10 – April 16, 2015
Interview and Selection	April 17 – April 30, 2015

2. Posting TATP Positions:

All probationary teachers not in their last semester of probation, including probationary teachers who have had their probation extended, will remain in their position. Their position will not be posted on the advertised posting announcements. Please note that probationary teachers will not remain in place if there is a displaced tenured teacher in their school with a license for that position.

All positions occupied by satisfactory probationary teachers in their last semester of probation and general and special education positions occupied by non-licensed teachers, will be posted during the TATP #1 posting period.

Special Education vacancies will be listed in TATP Posting #1 and #2.

3. Probationary Teachers Limited Transfer:

Satisfactory probationary teachers, serving in their last semester of probation may apply for vacancies listed on the TATP Posting #1 only, or their current position if announced during this time. If a transfer is not consummated, these teachers will be re-employed to existing vacancies in accordance with the established guidelines for filling vacant teacher positions.

4. Applying for Vacancies Advertised in TATP:

A listing of vacant positions advertised in Posting #1 and Posting #2 can be downloaded electronically via the CHAP-Portal website:

<http://ohr.k12.hi.us/tatp>

Teachers interested in applying for any of the listed vacancies must submit Form DOE OHR 200-010 *Teacher Request for Transfer and/or Intra-School Reassignment* by the March 12, 2015 deadline for TATP Posting #1. The deadline for TATP Posting #2 is April 16, 2015.

Teachers are allowed one transfer per TATP period. When not selected for a vacancy, a teacher may continue to seek transfers to other vacancies following the same procedures. Resulting chain vacancies created will be filled in accordance with the current *Guidelines for the Filling of Vacant Teacher Positions*.

Each vacancy will only be listed once. If there is no qualified applicant, the vacancy will be filled by the rehiring of a qualified non-tenured teacher, if available, before moving to the hiring of a new employee.

5. Advertising Anticipated Vacancies:

Schools/offices may advertise anticipated vacancies in TATP due to a resignation, retirement or separation from service.

Teachers are encouraged to inform their administrators of their upcoming resignation, retirement, or separation from service as soon as possible by submitting the necessary documents to the Office of Human Resources (OHR), so anticipated vacancies can be included in TATP Posting #2.

Applicants seeking to transfer into these anticipated vacant positions must understand that it is a conditional transfer and can only be consummated if the position becomes vacant. Should it not become vacant the applicant will return to their former position.

6. Pilot Program for Teachers Applying for Vacancies in the Kauai District:

The DOE will be piloting an on-line application process for teachers applying for any of the listed vacancies on Kauai. Teachers will be required to submit an on-line application to the principal/director that's advertising the vacancy. For details regarding how to apply and submit an on-line application, please review the on-line application quick sheets that accompany this memo.

7. DOE OHR Forms:

All DOE OHR forms can be downloaded through the DOE's Intranet website below. In order to access these forms your **username and password** must be entered.

<http://intranet.hawaiipublicschools.org/offices/ohr>

NOTE: Your username is your employee ID number. Your password is your internet password. If you do not have a DOE internet password, or are experiencing log-in difficulties, contact the Customer Service Desk at (808) 564-6000 between the hours of 7:00 a.m. and 5:00 p.m. Hawaii standard time, Monday through Friday, except State/Federal holidays.

8. Consummating a Transfer:

Teachers interested in consummating a transfer must possess a current Hawaii Teacher Standards Board (HTSB) license in the subject and grade level when applying for positions in non-core academic subject areas, or have a current HTSB license in the subject and grade level and meet the DOE's highly qualified (HQ) criteria when applying for positions in core academic subject areas.

Teachers interested in consummating a transfer to schools currently designated as Focus, Priority and Superintendent's Zone schools will be allowed to transfer, if they either hold a current license in the subject and grade level of the vacancy being advertised, or if they meet the DOE's HQ criteria for that vacancy. For a listing of Focus and Priority schools statewide, please refer to page two of the *Posting Report* for TATP Posting #1 and #2.

Teachers interested in accepting a teaching position with a Public Charter School must consummate their movement by the end of TATP Posting #1 (April 2, 2015). Teachers should complete and route Form DOE OHR 600-009, *Notification of Acceptance of a Charter School Position*, to the appropriate offices. For more information regarding this subject, please refer to the DOE memo entitled, *Revision to the Guidelines Regarding the Movement of Teachers between the Department of Education and the Public Charter Schools*, dated January 2, 2013.

NOTE: The HTSB has revised the grade level designations for their various license fields. Please check their website to see a listing of these newly revised designations as it may, in certain situations, affect your opportunity to consummate a transfer.

Should you have questions, please contact Wilfred Keola Jr., Personnel Specialist for OHR at 441-8383 or e-mail at wilfred_keola_jr@notes.k12.hi.us.

BAK:WK:wh

Attachment

c: Board of Education
Kathryn Matayoshi, Superintendent
Ronn Nozoe, Deputy Superintendent
Assistant Superintendents
Complex Area Superintendents
Hawaii State Teacher Association
OHR - Certificated Personnel Management



TEACHER REQUEST FOR TRANSFER AND/OR INTRA-SCHOOL REASSIGNMENT

DOE OHR 200-010

Last Revised: 02/03/2015

Former DOE Form(s): 101b

DEPARTMENT OF EDUCATION Office of Human Resources Reclassification Unit P.O. Box 2360 Honolulu, HI 96804

Transfer Request to School: Position: Position Number: Posting Announcement No.: Intra-School Reassignment Request: I would like to be considered for a vacancy at this school in another subject or grade level for which I am qualified.

I. EMPLOYEE INFORMATION Name: Employee ID: Address: City: State: Zip: Current School/Office: School/Office Tel#: Home Tel#: This Tenured or Satisfactory Probationary (serving in last semester of probation) Principal/Administrator Signature (optional): Date: MM/DD/YYYY

II. AREA(S) OF PREPARATION AND SENIORITY IN THE DEPARTMENT OF EDUCATION Check Area(s) of preparation for which you are licensed by Hawaii: Elementary Early Childhood Middle School (List Highly Qualified Subjects): Secondary (List Highly Qualified Subjects): K-12 (List Highly Qualified Subjects): School Counselor School Librarian Special Education: Mild/Moderate Severe/Profound Other: Seniority: Years: Months:

III. PROFESSIONAL EXPERIENCE, SPECIAL ABILITIES, AND TEACHING SKILLS You may attach any additional information to this form to further inform the principal of your full qualifications. Teaching Experience: (State with your most recent position. Add attachment if more space is needed.) School Subject Year(s) Special Abilities (Drama, Newswriting, Coaching, Computers, etc.): Other Experiences Related to the Assignment: (YWCA, Teaching Assignment, UH-English Department, etc.):

Teaching Skills: List the specific job-related skills you possess that will enable you to perform effectively in this position.

1. _____
2. _____
3. _____

IV. CERTIFICATION

I hereby certify that the above information regarding my qualifications is accurate to the best of my knowledge and belief.

Teacher Legal Signature: _____ Date: _____
MM/DD/YYYY

V. INSTRUCTIONS FOR COMPLETING DOE OHR 200-010 TEACHER REQUEST FOR TRANSFER/INTRA-SCHOOL RE-ASSIGNMENT

General Information

The DOE OHR 200-010 is the mechanism to indicate a teacher's interest in an advertised vacancy or an intra-school re-assignment. A completed form must be received by the principal of the school which listed the vacancy within the posting period. Forms received after the closing date of the posting period may not be considered.

A completed copy of the DOE OHR 200-010 must be submitted (at the earliest time possible) to the home school principal of the teacher who is requesting intra-school re-assignment.

Duplicate the DOE OHR 200-010 as needed.

DOE OHR 200-010 - Teacher Request for Transfer Instructions:

1. Teacher initiates request to transfer and/or for re-assignment by indication on the DOE OHR 200-010, Teacher Request for Transfer/Intra-School Re-Assignment.
2. Principal/Supervisor acknowledgement of request to transfer and/or for re-assignment will be verified by dated signature on this form and distributed accordingly (optional).
3. A teacher requesting a transfer must ensure that the form is fully completed and submitted in a timely manner.
4. Distribution of DOE OHR 200-010 - The completed DOE OHR 200-010 must be reproduced and distributed to the following:
 - a) the principal/supervisor who listed the vacancy,
 - b) the appropriate Personnel Officer of the school district to which transfer is requested,
 - c) your respective Personnel Officer, and
 - d) employee copy.

If requesting intra-school re-assignment, the completed DOE OHR 200-010 is submitted to only your present principal. Keep one (1) copy for your record.

VI. DIRECTORY OF PERSONNEL REGIONAL OFFICERS

Honolulu Personnel Regional Office
4967 Kilauea Avenue
Honolulu, HI 96816
Telephone: 733-4870

Leeward Personnel Regional Office
601 Kamokila Boulevard #588
Kapolei, HI 96707
Telephone: 692-8007

Maui Personnel Regional Office
54 High Street, 4th Floor
Wailuku, HI 96793
Telephone: 984-8010

Central Personnel Regional Office
1122 Mapunapuna Street Suite #200
Honolulu, HI 96819
Telephone 831-6855

Windward Personnel Regional Office
46-169 Kamehameha Highway
Kaneohe, HI 96744
Telephone: 233-5703

Kauai Personnel Regional Office
3060 Eiwa Street
Lihue, HI 96766
Telephone: 274-3506

Hawaii Personnel Regional Office
75 Aupuni Street, Room 203
Hilo, HI 96720
Telephone: 974-6605