



2022-23 Employee Transfer Process

It is an operational practice of our school system to provide an internal process for voluntary employee transfers. This year the process will look different from the previous year's process. A transfer list will be used only to verify eligible candidates. Eligible employees will be able to submit their names for consideration before the transfer window opens. Employees (both certified and classified staff) may fill out the Google Form; their names will be added to a list that will be shared with principals, directors, and hiring managers. Employees are not obligated to transfer if their name is on the list.

Transfer Window

April 4-21, 2023 at 5:00 p.m. - Employees may add their names to the Pitt County Schools transfer list. Any transfer requests received after the deadline will not be added. The employee is not obligated to transfer to another position if their name is on the list.

May 15- June 15, 2023, at 5:00 pm. - The transfer window for all PCS employees will open. Employees that added their names to the transfer list in April 2023 may apply for vacant positions during this time. Transfer requests received after the deadline will not be considered unless it is a promotion or an administrative transfer.

A promotion is when an employee receives a higher salary than previously earned. A promotion is also an employee progressing to a higher position that will include a higher level of responsibility and/or authority.

An administrative transfer is the relocation of an employee from one school/site to another in the district. The employee will not have his/her compensation, including benefits, negatively impacted unless corrective action occurs.

The employee must inform their current supervisor of their interest to transfer to another site before placing their name on the transfer list. The "sending" and "receiving" supervisors must communicate the recommendation to hire an employee for the following school year. Please read the information below to learn more about the process.

Transfer Process

- Eligible employees must add their names to the transfer list.
- Vacant positions will be posted in AppliTrack.
- Employees must search for vacancies and apply for the position. If the employee is invited to an interview, the employee must inform their current supervisor.
- An interview must take place.
- After interviewing the candidate, the supervisor must complete a reference check with the employee's current principal or direct supervisor.
- If the current supervisor or principal indicates the employee is on a plan or is a Beginning Teacher, seek more information and/or prior approval before offering a transfer recommendation to the candidate.
- The Supervisor may verbally offer to recommend the employee for a transfer. If the employee accepts, the supervisor must submit a Change Form with only the recommended change section filled out.
- The receiving supervisor must notify the sending supervisor that a recommendation has been extended and the candidate accepted the offer. Sending supervisors/principals/APs will fill out a Change Form with the Separation section only filled out.

Things to Remember

- Beginning Teachers (BTs) - Per board policy and the PCS teacher support plan, BTs are not eligible for an employee transfer. However, a BT may be eligible for a transfer in extenuating circumstances. The BT must first meet with their supervisor. The supervisor will then confer with Human Resources and the Superintendent, if necessary, before a final decision is made.
- Employees currently on a performance improvement plan (action plan), are not eligible for transfer.
- Under the direction of the Superintendent, the Assistant Superintendent of Human Resources may administratively transfer an employee at any time during the school year.