

HOT TOPICS

TABCO MASTER AGREEMENT

Master Agreement Article XIV (14)

Transfers, Assignments, & PPTs

Master Agreement (MA) Article XIV (14)

The Transfer Guide with more in-depth information is also available on the TABCO website – tabco.org

Voluntary Transfers

- Educators with an overall Effective evaluation rating can request a transfer by filling out the Declaration of Intent (DOI) form sent via email from HR. Voluntary transfer requests shall be submitted to supervisors/administrators at worksites where a transfer has been requested. (MA 14.2, 14.2.1)
- Per an agreement with BCPS, probationary educators ending their first year can request a voluntary transfer.

Involuntary/Excess (PTT) Transfers

- Administrators will decide which tenured or highly effective or effective second year probationary educator will be placed on the PTT list. An excessed educator can return to their previous school if an appropriate vacancy occurs by July 25. If the vacancy happens after July 25, consideration should be given to the excessed educator. (MA 14.3.1-14.3.3)
- Administrators must meet with any educators being placed on the PTT list and the educator must be given the reason for the transfer. (MA 14.3.7)
- If a part-time position expands, the position should be offered to the effective educator who currently holds the part-time position. If the part-time educator doesn't want the expanded position, the educator may be excessed so the school can fill the expanded position. (MA 14.3.4)
- Excessed/PTT educators should be placed before voluntary transfers are considered. If you aren't placed by July 25, you will be able to choose from any remaining positions. (MA 14.3.6)

General Notes:

- If you are offered a transfer through the PTT process, you do not have to accept the first placement offer, but you will eventually be placed, so please choose wisely.
- You can be assigned out of your field for a limited time, but if you are assigned to different teaching responsibilities, your administrator must first confer with you and consider your input.
- Declaration of Intent forms will close while staffing is verified throughout the county, then they will reopen for educators to change if needed. This means you CAN change your mind about your intention for next year!
- If you have specific questions, please reach out to your TABCO UniServ Director! The UniServ staff assignments can be found on tabco.org.