

Involuntary Transfer Meeting
Thursday, March 4, 2021 Chat Question and Answers

[Involuntary Transfer March 4, 2021 Presentation](#)

Recording: Involuntary Transfer March 4, 2021 Presentation

<u>Topic</u>	<u>Question</u>	<u>Answer</u>
Part Time → Full Time <i>or</i> Full Time → Part Time Open & Close List	<ul style="list-style-type: none"> ● The Open/Close list says that there are areas "open" but I realize that we need to have an official date before we can go from full time to part time. How is that announced? Is there a special message placed on the open/close list? ● If I am part time, when am I allowed to pick up an additional allocation to become 1.0 FTE? ● I was told you may not apply for increased hours until all those with more hours have been placed. Is this different this year? ● My principal offered me a full-time position but I'm part-time. I thought that option was closed at this time. ● Will we as involuntary transfers have an opportunity to move from PT to full time before we are placed? ● I am full time - but split between 2 buildings. Only one position was eliminated. Am I eligible to apply for FT in one building? 	<ul style="list-style-type: none"> ● The Open/Close list is updated on a weekly to biweekly basis and is available on the MCPS Careers website. There is typically a change from full-time to part-time after priority placements are completed (this year will be the middle of April). ● The determination of when teachers can change hours is made throughout the staffing season, there is not a finite date. Monitor the Open/Close list for changes. Information will also be sent to involuntary transferred employees who have not found a position. ● That is still the case this year. Monitor the Open/Close list for changes. ● The option is closed at this time. Monitor the Open/Close list for changes. ● This will be determined on the availability of positions and the number of involuntary transferred teachers who may still need PT or FT opportunities. ● Yes, a full-time employee you can apply to a full-time position at one school.
Communication from HR	<ul style="list-style-type: none"> ● How often will involuntary transfer teachers receive updates? 	<ul style="list-style-type: none"> ● OHRD will send emails to involuntary transfer teachers through email at least once to twice a month.
Point of Contact	<ul style="list-style-type: none"> ● Who do I contact if I have questions not provided from the presentation or in this Q&A? 	<ul style="list-style-type: none"> ● Contact the staffing coordinator assigned to the cluster you are currently teaching! Cluster Information.
Working in multiple content areas	<ul style="list-style-type: none"> ● If I work in multiple content areas which content area am I guaranteed a job? 	<ul style="list-style-type: none"> ● You are encouraged to apply to jobs in any content area in which you are certificated. If OHRD has to make an assignment, we will likely place you in the

		content area in which you have the greatest allocation and most experience.
Assignments/ Placements	<ul style="list-style-type: none"> ● If I am unable to find a position on my own, will I be “placed?” ● Is it possible that I could be placed in more than one assignment? ● If a position you currently work in does not come up (I'm currently teaching an elective class that rarely opens) will you just be placed in something else at random? 	<ul style="list-style-type: none"> ● If you are unable to find a position on your own, OHRD will place you in a position. ● You could be placed in more than one school to fulfill our contractual obligation to you. I.e. If you are a PT employee, we could place you in a combo position to ensure you remain part time, eligible for benefits. If you are a full time employee, we could place you in a combo position to ensure that you maintain your full-time status. ● Placements are made in areas of certification.
Resume/ Cover Letter	<ul style="list-style-type: none"> ● What should my updated Careers profile include? ● What if your resume with MCPS is just 1.5 years but you had prior non-related experience. What do we do? If you mostly have outside experience and only 2 years for MCPS how do you update your resume? Just the 2 years? 	<ul style="list-style-type: none"> ● Your current resume should be updated and include all relevant teaching and/or industry experience. Sample resumes are available from a link in the presentation Additionally, you can include a cover letter that speaks to the position(s) you are applying for, particularly if you are applying to teach in a new content area, etc. Use the Schools at a Glance tool & school website to inform your cover letters.
Current Part-Time Employees	<ul style="list-style-type: none"> ● If I'm a 0.4 can I only apply for .4? Or can I apply for ANY part-time position? If I'm a 0.5, can I apply for any part time position? ● Is 0.5 considered a full time employee? ● What if we are able to secure a part of a position on our own? For example, if one is .5 and they can secure a .2 for now? Is that allowed? 	<ul style="list-style-type: none"> ● If you are a 0.4 FTE or a 0.5 FTE, you can apply to other PT positions up to a 0.9 FTE. ● Part-time employees have an allocation of 0.1- 0.9. Full-time employees have a 1.0 allocation. ● Yes, securing a position

<p>Job Postings</p>	<ul style="list-style-type: none"> ● A search for FY 22 currently shows only 26 jobs. There are 90+ of us here. Can we expect to see a lot more jobs posted? ● You said only specific schools can post positions now. When can all schools post positions? ● What is the difference between SY 22 and FY 22? ● Are positions open to external candidates at this time? If not, is there a time where they will become open to external candidates? ● Can we apply to non-classroom positions? 	<ul style="list-style-type: none"> ● Jobs are posted everyday. Please continue to check Careers for new openings. ● All schools can advertise positions now. ● School Year, Fiscal Year, they are the same. For contractual purposes, they both begin on July 1 (which is why you get a Personnel Action Notice (PAN) around that time of year). ● Positions are open to internal teachers through April 6. On April 7, positions will be open to internal and external teachers. ● Yes, as long as you meet the education and qualifications outlined in the position.
<p>Multiple Locations</p>	<ul style="list-style-type: none"> ● How would things work for someone who works two separate subjects? I'm a .4 and a .6 for WS and ESOL. 	<ul style="list-style-type: none"> ● As an employee who teaches two separate content areas, you are eligible to be considered for jobs. Look for both on Careers. If a placement needs to be made, OHRD will consider your background and experience in both content areas and select one and/or both, depending on availability of positions.
<p>Right of Refusal</p>	<ul style="list-style-type: none"> ● For how long does the right of first refusal last? If an opening comes up 1yr, 2yr, 5yr, etc will you still be offered the position first? ● Why would my school still appear on the list if I have the right of first refusal? 	<ul style="list-style-type: none"> ● Right of first refusal is available through July 20, 2021. ● All allocations are posted, but posts can be withdrawn once an employee asserts their desire to return to the location. Once the employee is processed back to their school the vacancy will come down.
<p>Tenure</p>	<ul style="list-style-type: none"> ● The end of this semester will be my 4th full successful semester. Does that mean next year I will be tenured? ● I just started at my school, how long will I need to be at my new school before I can be a voluntary transfer? 	<ul style="list-style-type: none"> ● If the Teacher PGS Standards are met, tenure is granted on the first day of the fifth semester. This is also when a teacher is eligible for a voluntary transfer.

<p>Involuntary Transfer Status and Details</p>	<ul style="list-style-type: none"> • How will schools know that we are involuntary transfers? The dates shared mention "voluntary transfers." • Involuntary transfer can also be from an ISY school (Innovative School Year) correct? If we don't wish to participate in that school calendar again? • I found this webinar by myself. How do I know that I am on the invol. transfer list? • If two people on staff are reduced at the same school, both certified for that position, who has first right of refusal? Hire date? • Just to clarify, the involuntary transfer window is from March 5 to March 26? • Is there a reason I should share with a principal that I am on the involuntary transfer list? 	<ul style="list-style-type: none"> • Principals are provided a list of all involuntary transfers and are asked to make considerations for hiring purposes. • Yes, that is correct. • Confirm with your principal your status for next school year. • When two employees are hired on the same date, the date and time when the recommendation for hire was made is used to determine seniority status (i.e. involuntary transfer status and who would receive the right of first refusal first). • Yes, that is correct. • This would be more of a personal preference. This information is not necessary to disclose.
<p>Content Specific Question</p>	<ul style="list-style-type: none"> • I have a unique content area: Dance education/ MS theatre . Is it possible to propose my content area in schools that may not have a dance program? What happens if there are no part time positions posted in my content area? 	<ul style="list-style-type: none"> • Schools have created and advertised course offerings to students and the community. Students have registered for these courses based on the offerings. It will be very difficult to include a new elective that was not originally planned for the coming year. Continue to look on Careers for dance and theatre positions. If a position does not open in your content area, OHRD will communicate with you directly about available options.
<p>Careers Questions/ Technology Challenges</p>	<ul style="list-style-type: none"> • From the careers page, how do we get to the link to click for current employees? • Who do I talk to about assistance with logging into my MCPS Careers account? 	<ul style="list-style-type: none"> • To log into the Careers page, click on the Careers tab, click on <i>For Current Employees</i>, and then click on <i>Log in to Search Jobs</i>. • You are able to access Careers using the same username and password you use to login to MCPS

	<ul style="list-style-type: none"> ● I have updated my resume and attached as a PDF on my profile. When I click the attachment it says it appears that it is trying to open it in Kami and it says failure to load. Same thing happens with my transcripts that have been in the profile for a couple of years and I don't know where they are being opened. ● I am getting the failure to load message when I try to upload my resume as a PDF as well. 	<p>Outlook .org email, contact the Help Desk: 301-517-8100 or helpdesk@mcpsmd.org</p> <ul style="list-style-type: none"> ● Contact the Help Desk: 301-517-8100 or helpdesk@mcpsmd.org ● Contact the Help Desk: 301-517-8100 or helpdesk@mcpsmd.org
Tuition Reimbursement	<ul style="list-style-type: none"> ● Will I still be offered tuition reimbursement if I am doing coursework this summer towards my certification if I do not secure a position by the beginning of the school year? ● If I decide to resign as a non-tenured teacher while still in the process of completing MCPS required coursework, will my tuition still be reimbursed? 	<ul style="list-style-type: none"> ● Any eligible coursework that is begun and completed while still an MCPS employee, is reimbursable even if the employee has since resigned. The coursework is <i>not</i> reimbursable if it was started prior to the first day of employment, or completed after the employee is terminated. ● Email tuitionreimbursement@mcpsmd.org for all related questions. Please contact Robin Hart in tuition reimbursement for any additional questions.
Job Fairs	<ul style="list-style-type: none"> ● How will job fairs be held this year? 	<ul style="list-style-type: none"> ● Job fairs will not be held this year to adhere to the CDC Guidelines regarding the number of people who can congregate in one place. In lieu of Job Fairs, schools are responsible for hosting interviews and selecting teachers for open positions.
Leave	<ul style="list-style-type: none"> ● What if we choose to take leave for the 2022 school year at some point after March 26, even into the summer? ● Are you sending these e-mails/info to those currently on leave, too? 	<ul style="list-style-type: none"> ● April 1st is the deadline to apply for long term leave for the 2021-2022 school year. ● Employees on leave received information about the teacher transfer season and important dates. Employees who have made the decision to return from leave will receive the same communication as involuntarily transferred teachers.