

## **Article VII- Transfer Policy**

### **Section 3**

*A teacher has the right to request a permanent transfer, temporary transfer, or a teacher swap. Such requests shall be made in accordance with Section 3a and shall be honored as soon as the request position becomes available, provided that the teacher is otherwise qualified. Transfers shall be given on the basis of highest System Seniority. The teacher shall interview at the school to which he/she is transferring. In no case shall a teacher be discriminated against for requesting a transfer. A transfer request shall not be honored during the school year except at the option of the Office of Catholic Education.*

*Teachers on probation or under re-evaluation because of two (2) unsatisfactory evaluations can transfer only by mutual agreement between the Association and the System.*

*Upon transfer, a teacher with ten (10) or more years of school seniority will be granted his/ her preciousy acquired school seniority upon transfer will surrender his/ her previously acquired school seniority.*

- Teachers granted a **VOLUNTARY TRANSFER** will lose school seniority unless the teacher has 10 years or more in school seniority. Voluntary transfers are processed after the constrictio meeting in June but before August 15<sup>th</sup>.
- Teachers granted a **TEMPORARY TRANSFER** maintain system and school seniority and will have one year of both system and school seniority credited to his/ her present seniority. Temporary transfer requests are processed after the constrictio meeting in June but before August 15<sup>th</sup>. Teachers temporarily transferred assume one year substitute positions at regular salary and benefits.
- **TEACHER SWAP**: Each spring, a listing of teachers desiring voluntary transfers will be published. If there are two (2) teachers in the same discipline who wish to “swap” positions, they may do so after an interview by each receiving school with the proviso that the transfer would be permanent and that the school seniority of the lower teacher would apply to both in their new positions. If both teachers have ten (10) or more years of school seniority, both will assume the lesser school seniority of the two.

**\*\*\* The interview requirement indicated in Article VII, 3 should be completed when the offer of a transfer is given. (after June 1, 2009)**

**Transfer Request Form for Teachers**

**Please check: I am applying for:**

**1. \_\_ Permanent Voluntary Transfer   2. \_\_ Temporary Transfer   3. \_\_ Teacher Swap**

Name: \_\_\_\_\_

Present School: \_\_\_\_\_

Number of Years at Present School (School Seniority): \_\_\_\_\_

Your System Seniority: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

Summer Address: \_\_\_\_\_

\_\_\_\_\_

Telephone #1: \_\_\_\_\_ Telephone #2: \_\_\_\_\_

Subjects which you are qualified to teach (18 or 24 credits) or you have a teaching competency in the subject:

\_\_\_\_\_

\_\_\_\_\_

Your present roster: \_\_\_\_\_

School(s) to which you would like to transfer in order of preference:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Please return this form to:  
Theresa Ryan-Scott  
Director of Secondary Personnel  
Office of Catholic Education  
222 North 17<sup>th</sup> Street  
Philadelphia, PA 19103

*All requests must be received by the Office of Catholic Education on or before April 1, 2009.*