



2025-2026

Unit I Voluntary Transfer Process Instructions and Frequently Asked Questions

2025-2026 Unit I Voluntary Transfer Process Instructions

In accordance with the Prince George's County Educators' Association (PGCEA) Negotiated Agreement, the Division of Human Resources is providing an opportunity for all eligible Unit I employees to apply for a voluntary transfer for the 2025-2026 school year. The voluntary transfer function is managed through iRecruitment in Oracle using posting announcements to allow Unit I employees to request a lateral transfer within their area of certification to another school or location within Prince George's County Public Schools (PGCPS). Unit I employees may access the online application using their current login credentials from any PGCPS network computer from 12:01 a.m. on **Wednesday, January 15, 2025**, through 11:59 p.m. on **Monday, March 17, 2025**. ***Without exceptions, the deadline for submitting a voluntary transfer application is March 17, 2025, at 11:59 p.m.***

To be eligible for a voluntary transfer, Unit I employees **must** meet the following requirements:

- Hold a valid Standard Professional Certificate (SPC I or II) or Advanced Professional Certificate (APC) with an endorsement for the subject area in which they are seeking a transfer;
- Have acquired tenure with PGCPS by the time the voluntary transfer window closes on **March 17, 2025**. (i.e., began teaching in PGCPS prior to **July 1, 2022**);
 - Non-tenured Professionally Certified Unit I members will be able to access the voluntary transfer process but shall be limited to one voluntary transfer during their probationary/non-tenure period. (Section 10.2.A, PGCEA Negotiated Agreement)
- Have a current **effective** or **highly effective** performance evaluation

NOTE: Any Unit I employee who received an ineffective evaluation for the 2023-2024 school year or received an interim unsatisfactory or ineffective evaluation for the 2024-2025 school year from their administrator is not eligible to participate in the voluntary transfer process. Similarly, the same Unit I employees may not volunteer to be involuntarily transferred (e.g., staff reduced) from their current school in the event the school experiences reductions.

2025-2026 Unit I Voluntary Transfer Process Instructions (cont.)

Unit I employees will have the opportunity to apply for a voluntary transfer through iRecruitment. Unit I members can apply to as many schools of interest as well as specialty content areas for which they are certified. Below are examples of specific content areas:

- Art
- ELD
- Health
- Instrumental Music
- Physical Education
- Special Education
- Language Immersion (French, Spanish)
- Vocal Music
- Professional School Counselor
- Library Media
- Fine Arts/Theater
- Dance
- Media Arts/TV Production

***New - The SY26 - Unit 1 Voluntary Transfer Preference Form will be emailed to those who have completed the Voluntary Transfer application in Oracle and are eligible for a Voluntary Transfer. This form will allow eligible employees to indicate their school location preferences.** Applicants must attach an updated resume and a copy of their current teaching license to the Voluntary Transfer Form. Principals will have access to all applicants who have applied for a transfer. Principals should review all voluntary transfer requests and are encouraged to conduct interviews for confirmed vacancies only. While principals are not expected to interview everyone who applies for a transfer, a minimum of three (3) interviews are required. Principals are encouraged to complete all interviews for the voluntary transfer process as they receive authorized vacancies.

Once all interviews are complete, the principal will notify their Human Resources Partner of all selections for vacant and authorized positions. Principals will be asked to complete and submit the *Offer Acceptance Agreement and Transfer form* and upload it to the HR Offer Acceptance and Transfer Platform after the approved budget files have been released with the confirmed positions for the 2025-2026 school year. Once all requirements are met, if the vacancies still exist, the Human Resources Partner will extend an offer to place the voluntary transfers; the Unit I employee will have three (3) business days to accept or reject the offer. Any offers not accepted within three (3) business days will be rejected.

Voluntary transfer assignments can only be approved by the authorized Human Resources representative. All voluntary transfers confirmed by Human Resources are considered final and cannot be changed. The Human Resources Partner will notify the Unit I employee, the current and new principals, the current and new instructional directors, and the assigned Human Resources Partner.

Approvals are contingent upon the Unit I employee's ability to satisfy all eligibility requirements, final staffing allocations, and the confirmation of vacancies after all involuntary transfers are placed. **The last day to sign an Offer Acceptance Agreement and Transfer form is Tuesday, July 15,**

2025-2026 Unit I Voluntary Transfer Process Instructions (cont.)

2025. All forms must be submitted by 11:59 p.m. on July 15, 2025. Forms received beyond the submission deadline will be considered automatic denials.

Frequently Asked Questions (FAQs)

Q What is the timeline and process to apply for a voluntary transfer?

A Unit I employees may access the online application through iRecruitment from 12:01 a.m. on **Wednesday, January 15, 2025**, through 11:59 p.m. on **Monday, March 17, 2025**. Principals are required to communicate with all Unit I employees applying for a position to acknowledge receipt of their transfer request. Principals should review all voluntary transfer requests received for their location and schedule interviews for vacant positions. As a reminder, principals are required to conduct a minimum of three (3) interviews.

Q Who is eligible for the voluntary transfer process?

- A Must be a Unit I employee who meets all of the following requirements:
 - o Hold a valid Standard Professional Certificate (SPC I or II) or Advanced Professional Certificate (APC) with an endorsement for the subject area in which they are seeking a transfer;
 - o Have acquired tenure with PGCPs by the time the voluntary transfer window closes on **March 17, 2025**. (i.e., began teaching in PGCPs prior to **July 1, 2022**);

Non-tenured Professionally Certified Unit I members will be able to access the voluntary transfer process but shall be limited to one voluntary transfer during their probationary/non-tenure period. (Section 10.2.A, PGCEA Negotiated Agreement)
 - o Have a current **effective** or **highly effective** performance evaluation; and Complete the online transfer application by the deadline of 11:59 p.m. on March 15, 2024.

Q How do I apply for a Voluntary Transfer?

A **Step 1:** Complete and submit **one** online voluntary transfer application in iRecruitment by the deadline of 11:59 p.m. on March 17, 2025. (See [2025-2026 Application Guide](#) for step by step instructions)

Step 2: NEW** The SY26 Unit 1 Voluntary Transfer Preference Form will be emailed to those who have completed the Voluntary Transfer Application and are eligible for a Voluntary Transfer. You are required to upload a copy of your resume and current certificate.

Q How do employees know about anticipated vacancies?

A Human Resources will email a list of anticipated vacancies to all eligible Unit I employees who submit a voluntary transfer application.

Q Are eligible Unit I employees guaranteed a voluntary transfer if they apply?

A No, voluntary transfers are not guaranteed. Principals have the autonomy to interview and recommend preferred candidates for authorized vacancies. There is no guarantee of a transfer or a specific school or program.

Q What can I expect after interviewing and recommending a voluntary transfer?

A Once interviews are complete, you will have the option to extend an Offer Acceptance Agreement and Transfer form to the Unit I employee you are recommending to fill the position. If the Unit I employee is interested in transferring to your school, please **email/upload the signed Offer Acceptance Agreement and Transfer form to the HR Offer Acceptance and Transfer Platform.** The Human Resources Partner will confirm the vacancy and the Unit I employee's eligibility to participate in the voluntary transfer process. If all requirements are met, the Human Resources Partner will send an email confirmation to the selected employee, current and new principals, current and new instructional directors, and the current Human Resources Partner. Offers cannot be changed or rescinded after the transfer is approved and the email confirmation is sent. The principal will notify the interviewees who were not selected for the position.

Q How long does a Unit I employee have to accept the offer to transfer?

A Unit I employees will have three (3) business days to sign the Offer Acceptance Agreement and Transfer form or reject the offer.

Q What happens if an employee declines the offer to transfer?

A If the employee decides to decline the position that is offered, they should notify you immediately of their decision.

Q If an employee has accepted an offer through the voluntary transfer process, are they able to accept offers to transfer to different schools/locations?

A No. Once the transfer is confirmed by a Human Resources Partner, the offer may not be changed and will be considered final. The Unit I employee will not be eligible for another voluntary transfer in the same school year. However, this does not inhibit a Unit I employee from accepting promotional opportunities.

Q When will Unit I employees receive confirmation from Human Resources regarding placement into the position accepted?

A Written notification from Human Resources to acknowledge receipt of the *Offer Acceptance and Transfer Agreement* form will be provided within one week of receiving the form from the Principal. Final notification to confirm the new assignment will be provided no later than July 22, 2025.

Q Who should I contact if I have more questions?

A You can contact the HR Partner assigned to your school. Please see the HR Partner Directory [attached](#).