

**Union County Public Schools  
Human Resources Division  
APPLICATION FOR TRANSFER  
Fax: (704) 289-9043**

SSN: XXX-XX-\_\_\_\_\_ (last four digits only)      Transfer Start Date: \_\_\_\_\_

**Three (3) Years or More in Current Assignment:** Yes  No   
**Placed on a Mandatory or Directed Growth Plan:** Yes  No

Legal Name: \_\_\_\_\_  
 (Same Name as Social Security Name)      Last                      First                      Middle                      Maiden

Address: \_\_\_\_\_  
                     Street                                      City                                      State                                      Zip

Phone: \_\_\_\_\_      E-Mail Address: \_\_\_\_\_

Work Location: \_\_\_\_\_      Current Position: \_\_\_\_\_

Grade Level/Subject: \_\_\_\_\_

Licensure Area(s): \_\_\_\_\_

Experience Level: \_\_\_\_\_      Highest Degree Earned: \_\_\_\_\_

**Please Note: If you transfer from a year-round school to a traditional school, you are advised to contact the Benefits Department to determine how your benefits will be impacted by the calendar change.**

Reason(s) for Transfer: (Check all that apply.)			
Child Care Arrangements	<input type="checkbox"/>	Personal Reasons	<input type="checkbox"/>
Closer Proximity to Home	<input type="checkbox"/>	Desire Year-Round Schedule	<input type="checkbox"/>
To work in Licensure Area	<input type="checkbox"/>	Desire Traditional Schedule	<input type="checkbox"/>
Job Dissatisfaction	<input type="checkbox"/>	Difference in Philosophy	<input type="checkbox"/>
Family Issues	<input type="checkbox"/>	To Work in Area of Greatest Strength	<input type="checkbox"/>
To Increase Salary	<input type="checkbox"/>	To Work in a New School	<input type="checkbox"/>
Need a Professional Change	<input type="checkbox"/>	Other:	<input type="checkbox"/>

Select the Elementary school(s) to which you would like to transfer.					
Antioch	<input type="checkbox"/>	New Town	<input type="checkbox"/>	Sun Valley	<input type="checkbox"/>
Benton Heights	<input type="checkbox"/>	Poplin	<input type="checkbox"/>	Union	<input type="checkbox"/>
East Elementary	<input type="checkbox"/>	Porter Ridge	<input type="checkbox"/>	Unionville	<input type="checkbox"/>
Fairview	<input type="checkbox"/>	Prospect	<input type="checkbox"/>	Walter Bickett	<input type="checkbox"/>
Hemby Bridge	<input type="checkbox"/>	Rea View	<input type="checkbox"/>	Walter Bickett Educ. Center	<input type="checkbox"/>
Indian Trail	<input type="checkbox"/>	Rock Rest	<input type="checkbox"/>	Waxhaw	<input type="checkbox"/>
Kensington	<input type="checkbox"/>	Rocky River	<input type="checkbox"/>	Weddington	<input type="checkbox"/>
Marshville	<input type="checkbox"/>	Sandy Ridge	<input type="checkbox"/>	Wesley Chapel	<input type="checkbox"/>
Marvin	<input type="checkbox"/>	Sardis	<input type="checkbox"/>	Western Union	<input type="checkbox"/>
New Salem	<input type="checkbox"/>	Shiloh	<input type="checkbox"/>	Wingate	<input type="checkbox"/>
	<input type="checkbox"/>	Stallings	<input type="checkbox"/>	Other Location	<input type="checkbox"/>

Select the Middle/High School(s) to which you would like to transfer.					
Central Academy of Technology and Arts	<input type="checkbox"/>	Marvin Ridge Middle	<input type="checkbox"/>	Porter Ridge High	<input type="checkbox"/>
Cuthbertson Middle	<input type="checkbox"/>	Monroe High	<input type="checkbox"/>	Porter Ridge Middle	<input type="checkbox"/>
Cuthbertson High	<input type="checkbox"/>	Monroe Middle	<input type="checkbox"/>	Sun Valley High	<input type="checkbox"/>
Early College	<input type="checkbox"/>	Parkwood High	<input type="checkbox"/>	Sun Valley Middle	<input type="checkbox"/>
East Union	<input type="checkbox"/>	Parkwood Middle	<input type="checkbox"/>	Weddington High	<input type="checkbox"/>
Forest Hills	<input type="checkbox"/>	Piedmont High	<input type="checkbox"/>	Weddington Middle	<input type="checkbox"/>
Marvin Ridge High	<input type="checkbox"/>	Piedmont Middle	<input type="checkbox"/>	Wolfe School	<input type="checkbox"/>
			<input type="checkbox"/>	Other Location	<input type="checkbox"/>

Name: \_\_\_\_\_ Current School: \_\_\_\_\_

Desired Position: \_\_\_\_\_ Grade Level: \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 Printed Name of Home School Principal      Signature of Home School Principal      Date

*Please obtain the home school principal's signature before submitting a copy of the form.*

**The new principal must sign this form and indicate the employee's position/ assignment before the Human Resources Official can approve the transfer.**

Employee's New Position/ Assignment: \_\_\_\_\_ School: \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 Printed Name of New Principal      Signature of New Principal      Date

**For Human Resources Division Use Only**

HQ in Area of New Position: Yes  No

Three (3) Years or More in Current Assignment: Yes  No

\_\_\_\_\_  
 Date: \_\_\_\_\_

Licensure Specialist

\_\_\_\_\_  
 Date: \_\_\_\_\_

Signature of HR Official

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Return a copy of the transfer application to Mrs. Cookie Jacumin, Personnel Records Specialist, by March 23, 2012.

**Fax: (704) 289-9043**

**The deadline date for obtaining a transfer is June 29th.**

**For vacancy listings, visit the UCPS Web Page at <http://jobs.ucps.k12.nc.us/>.**

# Union County Public Schools

## Human Resources Division

### Transfer Procedures for Employees

1. Permanent employees who wish to transfer to another school or department within the district should complete a transfer application and submit a copy of the application to the Human Resources Office by March 23, 2012.
  - After the March 23rd deadline date, principals of High Priority Schools will receive a compiled listing of employees who have submitted transfer applications. These principals will have a two-week window of March 26th – April 6th to follow up with transfer applicants before the list is made available to principals of all other schools.
  - The same list, minus any employees that have accepted positions in High Priority Schools, will be provided to principals of all other schools on April 9, 2012.
2. Employees who want to transfer may obtain a transfer application from the Human Resources Web Page at <http://humanresources.ucps.k12.nc.us/>. (Click on “Forms”.)
3. As vacancies are posted for the upcoming school year, transfer applicants should arrange to interview with the principal(s) of the school(s) to which they would like to transfer. Vacancy listings may be obtained by visiting the UCPS Web Page at <http://jobs.ucps.k12.nc.us/>.
4. After the transfer applicant interviews with the principal, he/she will receive notification within three to five days from the principal or designee that he/she has or has not been selected for the vacant position.
5. Employees will receive written notification from the Human Resources Office after their signed transfer applications have been submitted by the principal and approved by the Human Resources Official.
6. If a transfer applicant does not obtain a transfer by the deadline date of the current school year, he/she will remain in his/her current assignment for the upcoming school year, provided that there are no extenuating circumstances that would necessitate another placement.
  - The deadline date for transferring from a High Priority School is May 31, 2012. However, employees may transfer to High Priority Schools until June 29, 2012. Transfers from High Priority Schools will be monitored to assure that the percentage of transfers does not exceed 7% of the total number of licensed personnel assigned to the school(s).
  - The deadline date for transferring from or to all other schools is June 29, 2012.
  - Any transfers beyond the established deadlines must be negotiated between the two principals and approved by the Deputy Superintendent of Human Resources.

7. Interim employees are not covered by the transfer policy. Interim employees must reapply to UCPS at the end of their interim contracts, if they have not been recommended by their principal/supervisor to continue in their current assignments or another assignment.
8. The following categories of employees are not eligible to apply for a transfer:
  - Teachers, and licensed, non-administrative employees with less than three years at their current school
  - Employees who have been placed on Mandatory Growth Plan or Directed Growth Plan
  - Employees in interim positions
9. The UCPS Administration reserves the right to make reassignments as needed due to fluctuating enrollment figures, program modifications, and/or critical needs; and may limit the transfer of employees from individual schools.

**Please Note: Any employee who transfers from a year-round school to a traditional school is advised to contact the Benefits Department to determine how his or her benefits will be impacted by the calendar change.**

For more information concerning transfer procedures, you may contact:

Lillian G. Rorie, Director  
Human Resources Support Services Department  
Union County Public Schools  
400 North Church Street  
Monroe, NC 28112  
(704) 296-1012 Ext. 4052 or [lillian.rorie@ucps.k12.nc.us](mailto:lillian.rorie@ucps.k12.nc.us)