

FAQ # 2 – Applying and Interviewing for Positions – Article 18

1. How do I transfer to another building/site?

A: Apply to transfer to a vacant position. Applications for transfer must be made through PPS' online Application System. Go to the PPS HR Department main page then "Employment Opportunities". FAQs and an Application Guide are found there to guide you through the process. Apply to vacancies for which you are licensed and interested.

2. Who may apply in the Internal transfer process?

A. Contract educators, Probationary 3, and any unassigned educator.

3. Who may apply in the External transfer process?

A. Any educator (unless they have already accepted a voluntary transfer), substitute teachers, temporary teachers, other external applicants.

4. When will the Internal Process vacancies be posted and interviews take place?

A: Internal Process vacancies will be **posted March 29 through April 2**. Interviews will take place **April 5 through April 7**. A vacancy shall be posted a minimum of five workdays before interviews for that position begin. Educators who are still unassigned after Internal process interviews have been completed will be transferred to a vacant position for which they are licensed and competent. This will occur **around mid-April**. Human Resources will consider all licenses and endorsements an educator holds in finding an assignment. All unassigned educators in a subject area must be assigned before the District may consider external applicants.

5. When will External Process vacancies be posted and interviews take place?

A: External Process vacancies will be **posted April 20 (tentative)** and will be ongoing from that date. A vacancy may be posted externally only when there are no remaining unassigned current educators who are properly licensed and competent for the position.

6. If I am selected for an interview, will it be during my workday?

A: Administrators will try to schedule interviews after school hours. However, if an interview is scheduled during your workday, you have the right to attend and you do not have to use any of your own leave time. (The building conducting the interview shall pay for a substitute, if needed).

7. What if I apply for a position, then decide I am no longer interested in it?

A: Within 48 hours of interviewing, employees must notify the interviewing administrator that they are no longer interested in the position or run the risk of being assigned there.

Make sure your application and resume are up to date and active

8. If I take a job at another building/site, will I maintain my current work schedule?

A: Not necessarily. Since buildings/worksites have different bell schedules, there is *no guarantee* you will have the same start and end time as your current work schedule. In the case of part-time schedules, negotiating with the administrator may be possible, within the other building constraints. Make sure you get the information you need to understand the position before you accept an assignment.

9. If I accept a transfer to a new school, but then a vacancy is posted that interests me more, can I apply for it?

A: A professional educator who applies for and accepts a transfer is not eligible to apply for a subsequent transfer in the same year. But a member who is unassigned and placed in a position by the district may apply for vacancies in the external round.

10. What if a vacancy for which I am qualified opens in the school from which I was unassigned?

A: If you are still unassigned, you have the right to be returned to your original school. If you have already been assigned somewhere else, you may request to be returned to your original school, but it then depends on the agreement of the principal in your new assignment.

11. What if I do not like, or am not a good fit for, my new assignment?

A: In general, once an employee is assigned to a position it remains their assignment for the school year. Interviewing is a two-way street. Get as much information about the new assignment as you can before you accept the position.

STAFFING PROCESS TIMELINE

- PPS Informational Meeting for Unassigned Educators (details to follow)
March 18 & March 19, 4:30-6:00 p.m.
- Internal Phase Vacancies Posted - Apply Now - **March 29 - April 2**
- Interviews - **April 5 - 7**
- Remaining Unassigned Educators Notified of Assignments - **Mid-April**
- External Phase Opens – **April 20**

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