



# BULLETIN

PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS

P-05-09  
Originator's Serial No.  
December 19, 2008  
Date  
Human Resources  
Originating Office  
June 30, 2009  
Cancellation Date

TO: All PGCEA Unit I Members  
All Principals  
All Zone Executive Directors

FROM: Christine B. Knighton

SUBJECT: Electronic Voluntary Teacher Transfer Process

- PURPOSE:** To inform eligible teachers of the online Voluntary Transfer Process for the 2009–2010 school year.
- INFORMATION:** In accordance with the PGCEA Negotiated Agreement pertaining to voluntary transfers, the Division of Human Resources is providing an opportunity for all eligible Unit I employees to apply for a transfer for the 2009–2010 school year. The Voluntary Teacher Transfer function is part of iRecruitment in ORACLE that allows Unit I employees to request a transfer within his or her area of certification to another school or location in the Prince George's County Public School (PGCPS) system that has an authorized vacancy. Unit I employees may access the online application with their Oracle password from a PGCPS computer at a school or office from January 15, 2009 through March 15, 2009. Instructions for completing the online transfer will be sent under separate cover via email to all schools and will also be posted on the PGCPS website under Human Resources. **The deadline for submitting a voluntary transfer application is March 15, 2009.**

Please reference Article 4.10 of the PGCEA Negotiated Agreement for a complete listing of the factors for eligibility of a voluntary transfer.

- FILING INSTRUCTIONS:** Retain until June 30, 2009.

A handwritten signature in black ink, appearing to read "Christine B. Knighton", is written over a horizontal line.

Christine B. Knighton  
Chief Human Resources Officer

Distribution: List Nos. 1, 2, 3, 4, 5, 6, 7, 10, 11, 13