

If you need assistance navigating the Employee Transfer Request Application, [please click this link to access our user guide](#).

### What does the term “voluntary transfer” mean?

- If you are a current employee who wants to move to a new location for the upcoming school year, and there is a budgeted position for you at your current location, you are classified as a “voluntary transfer”.

### How do I know if I am eligible to submit a voluntary transfer request?

- Eligibility to submit a voluntary transfer request varies from position to position.
- When you log in to your Employee Portal and access the Employee Transfer Request Application, your eligibility status will be listed. If you are not eligible to submit a voluntary transfer request, an explanation will be provided.
- If your position is categorized as a secretary/paraprofessional/pre-kindergarten head start/professional technical/non-teaching assistant/supportive services assistant, you need at least one (1) year of location seniority.
- If your position is categorized as a teacher/counselor/librarian, and you are in a Renaissance School or a school within the Acceleration Learning Network, you need at least one (1) year of location seniority. All other employees in this category need at least two (2) years of location seniority.
- Please refer to the Collective Bargaining Agreement (CBA) between the Philadelphia Federation of Teachers (PFT) and the School District of Philadelphia (SDP) for additional information related to eligibility and voluntary transfer requests.

### I am a Teacher/Counselor/Librarian who has been at my school for at least one year, but I’m told I do not have any system or location seniority – why?

- If you are working for SDP with **only** an emergency permit, you will not have any system or location seniority until you complete Pennsylvania certification requirements.
- Once you receive certification and notify our Certification Department as such, you “shall have system seniority retroactive to [your] date of hire and location seniority retroactive to the first day of the month in which [your] instructional certificate was issued” per the CBA.
- If you are certified and have not notified our Certification Department, please do so ASAP by emailing [compliance@philasd.org](mailto:compliance@philasd.org).

### What does a “right to return” mean?

- You may submit a right to return request in our Employee Transfer Request Application if you were force transferred out of a school and wish to return to that school. A right to return request must be filed within one year of the date of the initial forced transfer, and the *request must be renewed annually* to remain valid.
- You may submit a right to return request with multiple school locations if you were force transferred out of multiple school locations. Right to return requests are honored in *preferential order*.
- **Right to return requests cannot be honored if you were on special assignment at the school from which you were force transferred.**

- If you are a teacher/counselor/librarian, you can only request a right to return in the subject/certification area that you were appointed in during your tenure at that school.

**What does a “right to follow” mean?**

- This option is applicable when there is a school closure and/or the student body is moving to another school location, and you wish to follow the class. A right to follow a class can be requested only when all or part of the student body is moving to a different school.

**I just found out that I am a forced transfer, can I still submit a voluntary transfer request and/or a right to return?**

- Yes, you may still submit a voluntary transfer request and/or a right to return if you are a designated forced transfer, as long as you are *eligible* to submit these transfer requests.

**My right to return was honored. Do I lose my location seniority?**

- No. You have a right to return to that location therefore you do not lose your location seniority.

**My voluntary transfer request was honored. Do I lose my location seniority?**

- If you voluntarily transferred to a non-high-needs school, yes.
- If you voluntarily transferred to a high-needs school, no.

**I am a Teacher/Counselor/Librarian – what is the difference between voluntarily participating in site selection, and submitting a voluntary transfer request?**

- When you participate in site selection voluntarily, meaning you were *not* designated as a forced transfer, you can site select into a role *outside* of your current area of appointment. Voluntary transfer requests can only be honored if there is a vacancy in your *current* area of appointment.
  - Please note: you can site select into a new school within your current area of appointment as well. *If you site select into a new subject area, either at your current school placement or at a new school, your area of appointment will be updated upon site selection approval.*
- You can apply to however many schools you wish to apply to when voluntarily participating in site selection, whereas you can only list a maximum of ten (10) schools in preferential order.
- There will be more vacancies available to you when voluntarily participating in site selection versus submitting a voluntary transfer request.
  - Contractually, voluntary transfer requests must be merged with forced transfer employee movement. Since forced transfer seniority based movement is at the close of Site Selection, less positions are available for voluntary transfer requests to be honored.

**I tried to edit/rescind my transfer request(s) in the Employee Transfer Request Application, but it is closed. What should I do?**

- After the Employee Transfer Request Application is closed, you cannot edit your transfer request(s).
- You can rescind your transfer request(s) by emailing [staffing@philasd.org](mailto:staffing@philasd.org) with the subject “Rescind Transfer Request”.

**I have changed my mind about wanting to receive a voluntary transfer but have already received notification that my transfer request has been honored to a different location. Do I have to accept this transfer?**

- Yes. Per the CBA, “[an employee] must accept any transfer requested unless he/she notifies the Administration in writing of his/her desire to withdraw the request before the date on which the transfer is granted.” This means you must rescind any request you submitted before it is honored. To rescind your transfer request(s), please email [staffing@philasd.org](mailto:staffing@philasd.org) with the subject “Rescind Transfer Request”.

If you have additional questions, please join Office Hours, hosted by the Office of Talent, every Monday, Tuesday, and Thursday from 1 PM to 2 PM OR send an email to [staffing@philasd.org](mailto:staffing@philasd.org).