

**EMPLOYMENT GUIDELINES PERTAINING TO THE MOVEMENT OF
TEACHERS EMPLOYED BY THE DEPARTMENT OF EDUCATION AND
PUBLIC CHARTER SCHOOLS**

(Revised 12/2012)

The Department of Education (DOE) has revised and clarified the employment guidelines and procedures pertaining to the movement of teachers between the DOE and the Public Charter Schools (PCS). These newly revised guidelines and procedures outline the re-employment process of formerly employed DOE teachers and the employment of PCS teachers, with no previous employment in the DOE, to the DOE.

ELIGIBILITY

DOE and PCS teachers are eligible to participate in the movement of teachers between the DOE and the PCS. They should be mindful of the employment and re-employment practices associated with each category of movement.

FORMS

The four forms listed below can be downloaded from the Department's Standards Practice website: <http://sp.k12.hi.us/forms/ohr>.

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| DOE OHR 600-009 | Notification of Acceptance of a Charter School Position
This form needs to be completed by DOE teachers and submitted to their current DOE principal. |
| DOE OHR 200-010 | Teacher Request for Transfer and/or Intra-School Reassignment
This form is submitted to the school that is posting the vacant position. |
| DOE OHR 200-009 | Transfer and Assignment Employment Information for Charter School Teacher
This form needs to be completed by former DOE teachers as part of the employment/re-employment process. |
| DOE OHR 300-011 | Separation From Service
This form needs to be completed by DOE teachers accepting a teaching position at a PCS <u>outside of the first posting</u> of the Teacher Assignment and Transfer Program (TATP). |

A. DOE TENURED TEACHERS

1. **A DOE tenured teacher accepts a PCS position within the first posting of the TATP.**
 - DOE OHR 600-009 must be completed. This form signifies that the employee is electing to accept a PCS position and thereby ending his/her services with the DOE.

- A PCS teacher (former DOE tenured teacher) may be eligible for subsequent re-employment, with the DOE, through the TATP, provided he/she has continually been employed in a PCS position, which utilized the personnel/payroll services of the DOE.
- A PCS teacher (former DOE tenured teacher), who has not continually been employed in a charter school position, which utilized the personnel/payroll services of the DOE, may also be eligible for subsequent re-employment through TATP. However, his/her re-employment will be reviewed and processed by the DOE's Teacher Recruitment Section. All re-employment forms provided to the PCS teacher must be submitted to the Teacher Recruitment Section.

Note: Salary classification for all re-employed DOE tenured teachers will be re-evaluated to ensure that any changes in classification that were awarded, while in the employment of the PCS, were in compliance with the DOE's current teacher reclassification guidelines. Adjustments in salary classification may result.

2. A DOE tenured teacher accepts a PCS position outside of the first posting of TATP.

- DOE OHR 300-011 and DOE OHR 600-009 must be completed. These forms signify that the employee is electing to accept a PCS position and thereby ending his/her services with the DOE.
- A PCS teacher (former DOE tenured teacher) seeking re-employment with the DOE within two years of his/her separation from service date must submit an updated application and satisfactory confidential report from his/her PCS and his/her last DOE school. The screening interview will be waived. Re-employment will be reviewed and processed through the DOE's Teacher Recruitment Section.
- A PCS teacher (former DOE tenured teacher) seeking re-employment with the DOE after two years from his/her separation from service date, must reapply as a new hire (new application and screening interview required) through the DOE's Teacher Recruitment Section.

Note: Former DOE tenured teachers, who accept a PCS position outside of the first posting, will not be eligible to participate in the TATP. In addition, any salary classification upgrades that were awarded, while in the employment of the PCS, will be re-evaluated to ensure compliance with the DOE's current teacher reclassification guidelines. Adjustments in salary classification may result.

B. DOE TEACHERS IN THEIR LAST SEMESTER OF PROBATION

1. A DOE satisfactory probationary teacher in his/her last semester of probation accepts a charter school position within the first posting of TATP.

- DOE OHR 600-009 must be completed. This form signifies that the employee is electing to accept a PCS position and thereby ending his/her services with the DOE.

- A PCS teacher (former DOE teacher in his/her last semester of probation) may be eligible for subsequent re-employment, within the DOE, through the TATP, provided he/she has continually been employed in a PCS position, which utilized the personnel and payroll services of the DOE. He/she may participate in the first posting of the TATP.
- A PCS teacher (former DOE teacher in his/her last semester of probation), who has not continually been employed in a PCS position, which utilized the personnel and payroll services of the DOE, may also be eligible for subsequent re-employment through the TATP. However, his/her re-employment will be reviewed and processed through the DOE's Teacher Recruitment Section. All re-employment forms provided to the PCS teacher must be submitted to the DOE's Teacher Recruitment Section.

Note: Salary classification for all re-employed DOE teachers (in their last semester of probation) will be re-evaluated to ensure that any changes in classification that were awarded, while in the employment of the PCS, were in compliance with the DOE's current teacher reclassification guidelines. Adjustments in salary classification may result.

2. A DOE satisfactory probationary teacher in his/her last semester of probation accepts a PCS position outside of the first posting of TATP.

- DOE OHR 300-011 and DOE OHR 600-009 must be completed. These forms signify that the employee is electing to accept a PCS position and thereby ending his/her services with the DOE.
- A PCS teacher (former DOE teacher in his/her last semester of probation) seeking re-employment with the DOE within two years of his/her separation from service date must submit an updated application and satisfactory confidential report from his/her PCS and his/her last DOE school. The screening interview will be waived. Re-employment will be processed through the DOE's Teacher Recruitment Section.
- A PCS teacher (former DOE teacher in his/her last semester of probation) seeking re-employment with the DOE after two years from his/her separation from service date, must reapply as a new hire (new application and screening interview required) through the DOE's Teacher Recruitment Section.

Note: A former DOE satisfactory probationary teacher, in his/her last year of probation, who accept a PCS position outside of the first posting, will not be eligible to participate in the TATP process. In addition, any salary classification upgrades that were awarded, while in the employment of the PCS, will be re-evaluated to ensure compliance with the DOE's current teacher reclassification guidelines. Adjustments in salary classification may result.

C. OTHER CATEGORIES OF NON-TENURED DOE TEACHERS

1. A less-than-satisfactory probationary DOE teacher serving his/her last semester of probation.

A less-than-satisfactory DOE probationary teacher serving his/her last semester of probation accepts a PCS position. DOE OHR 300-011 and DOE OHR 600-009 must be

completed. These forms signify that the employee is electing to accept a PCS position and thereby ending his/her services with the DOE. The teacher may subsequently re-apply as a new hire with the DOE by completing a new application and successfully passing the DOE's screening process and intake interview.

2. A DOE probationary teacher not serving his/her last semester of probation.

A DOE probationary teacher, not serving his/her last semester of probation, accepts a PCS position. DOE OHR 300-011 and DOE OHR 600-009 must be completed. These forms signify that the employee is electing to accept a PCS position and thereby ending his/her services with the DOE. The teacher may subsequently re-apply as a new hire with the DOE by completing a new application and successfully passing the DOE's screening process and intake interview.

3. Code "W" Teacher

A code "W" teacher [*one who has completed a State Approved Teacher Education (SATE) program, but has not acquired a Hawaii teaching license*] accepts a PCS position. DOE OHR 300-011 and DOE OHR 600-009 must be completed. These forms signify that the employee is electing to accept a PCS position and thereby ending his/her services with the DOE. The teacher may subsequently re-apply as a new hire with the DOE by completing a new application and successfully passing the DOE's screening process and intake interview.

4. Code "5" Teacher

A code "5" teacher (*one who has not completed a SATE*) accepts a PCS position. DOE OHR 300-011 and DOE OHR 600-009 must be completed. These forms signify that the employee is electing to accept a PCS position and thereby ending his/her services with the DOE. The teacher may subsequently re-apply as a new hire with the DOE by completing a new application and successfully passing the DOE's screening process and intake interview.

Note: The four categories of teachers mentioned above will be subject to one year of DOE probationary status (*Act 298, Session Law 2006*), upon re-employment, if the following conditions are met:

- a. The teacher completed one school year of full-time licensed teaching experience at the PCS;
- b. The teacher maintains a current Hawaii teaching license; and
- c. The teacher has received satisfactory evaluations.

Note: Salary classification for all re-employed DOE teachers, in the categories mentioned in this section, will be re-evaluated to ensure that any changes in classification that were awarded, while in the employment of the PCS, were in compliance with the Department's current teacher reclassification guidelines. Adjustments in salary classification may result.

D. HAWAII LICENSED CHARTER SCHOOL TEACHERS

A Hawaii licensed PCS teacher with no previous DOE experience wants to be employed with the DOE.

1. The teacher may apply as a new hire with the DOE. An application and screening interview is required.
2. The teacher will be subject to one year of DOE probationary status (*Act 298, Session Law 2006*) if the following conditions are met:
 - The teacher completed one school year of full-time licensed teaching experience at the public charter school;
 - The teacher maintains a current Hawaii teaching license; and
 - The teacher has received satisfactory evaluations.
3. Salary and Classification
 - A Hawaii licensed PCS teacher who was continually employed in a teaching position which utilized the personnel/payroll services of the DOE, will have his/her current salary classification re-evaluated to ensure that their awarded classification upgrades were in compliance with the DOE's current teacher reclassification guidelines. Adjustments in salary classification may result.
 - A Hawaii licensed PCS teacher who was employed in a teaching position, which did not utilize the personnel/payroll services of the DOE, will be categorized as a new hire and placed at Class II, III or VII on the teacher salary scale. Placement will be based on the DOE's current teacher recruitment guidelines.