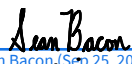


STATE OF HAWAII
DEPARTMENT OF EDUCATION
KA 'ŌI HANA HO'ONA'AUAO
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OFFICE OF TALENT MANAGEMENT

September 25, 2025

TO: Teachers

FROM: Sean Bacon 
Assistant Superintendent Sean Bacon, Sep 25, 2025 13:27:21 HST

SUBJECT: Public Charter School Teachers Hired through the Hawai'i State Department of Education

This memorandum replaces the January 2013 memorandum "*Revision to the January 11, 2011 Guidelines Regarding the Movement of Teachers between the Department of Education and the Public Charter Schools*". It specifies the application and salary/classification process for Hawai'i Public Charter School (PCS) teachers applying for positions within the Hawai'i State Department of Education (Department).

Hawai'i PCSs are governed by their own governing boards pursuant to [Hawai'i Revised Statutes 302D-12](#). Each PCS independent governing board is party to a charter performance contract with the Hawai'i State Public Charter School Commission (SPCSC).

The governing board is responsible for:

- the financial, organizational, and academic viability of the charter school and implementation of the charter;
- possessing the independent authority to determine the organization and management of the school, the curriculum, and the method of instructional delivery model as outlined in the terms of the charter contract between the authorizer and the school governing board;
- ensuring its school complies with the terms of the charter contract between the authorizer and the school;
- negotiating supplemental collective bargaining agreements with exclusive representatives of their employees and is considered the employer of charter school employees for purposes of Chapters 76, 78, and 89; and
- ensuring compliance with applicable state and federal laws.

Therefore, each PCS is considered an independent hiring authority. As such, PCS teachers interested in working under the jurisdiction of the Department must apply online at <https://www.schooljobs.com/careers/hawaiipublicschools>. This also means that, while PCS

teachers and Department teachers are considered Bargaining Unit 05 (BU 05) members, PCS teachers are not eligible to participate in the Department's internal Teacher Assignment and Transfer Program (TATP).

The following sections in this memorandum expound on what occurs when a former BU 05 PCS teacher is newly hired or re-employed with the Department. This memorandum also provides a one-time, time-limited provision, which allows the recognition of unused credits for reclassification for currently employed Department teachers with prior Hawai'i PCS experience.

Initial Salary and Classification Placement for BU 05 PCS Teachers New to the Department

A BU 05 PCS teacher with no prior Department employment will be placed on the Department's current Teacher Salary Schedule in accordance with the prevailing statutes, rules, and regulations.

In line with [Standard Practice \(SP\) 5200 Compensation](#), step placement for PCS teachers with previous, contracted Pre-Kindergarten-12 teaching experience may submit verification of all years to be considered for step placement through the [Form DOE OTM 600-008 Verification of Employment](#).

BU 05 PCS teachers qualified for reclassification while employed at a PCS must submit the following documents to the Teacher Recruitment Unit upon hire to verify any reclassification for purposes of continuing the same classification placement within the Department:

1. [Form DOE OTM 600-008 Verification of Employment](#);
2. [Form DOE OTM 200-005 Teacher Reclassification/Update Only/Certification/Other Request Form](#) (For University/College Credits Only);
3. Form 200-005(PD) Teacher Request Form; and/or
4. Official University/College Transcripts.

The Department will only consider authorized Department Professional Development Credits and/or college/university academic credits. Credits will be reviewed based on the Teacher Reclassification Guidelines that were in effect at the time the course(s) were completed.

Salary and Classification for BU 05 PCS Teachers Previously Employed by the Department

PCS teachers with prior Department experience will be rehired at the classification level and step in line with [SP 5200 Compensation](#).

Teachers who were tenured when they left the Department will retain their tenure upon re-employment. Probationary and Tenured Status obtained at a PCS does not transfer to the Department ([HRS §302D-26 Civil service status; employee rights](#)). Licensed PCS teachers, as determined by the Hawai'i Teacher Standards Board, who are not yet tenured in the Department and are entering or returning to the Department after employment at a PCS, shall be subject to a probationary period in the Department pursuant to policies and practices as determined by the Department, the board, and the Hawai'i State Teachers Association's collective bargaining agreement.

BU 05 PCS teachers qualified for reclassification while employed at a PCS must submit the following documents to the Teacher Recruitment Unit upon hire to verify any reclassification for purposes of continuing the same classification placement within the Department:

1. [Form DOE OTM 600-008 Verification of Employment](#);
2. [Form DOE OTM 200-005 Teacher Reclassification/Update Only/Certification/Other Request Form](#) (For University/College Credits Only);
3. Form 200-005(PD) Teacher Request Form; and/or
4. Official University/College Transcripts.

The Department will only consider authorized Department Professional Development Credits and/or college/university academic credits. Credits will be reviewed based on the Teacher Reclassification Guidelines that were in effect at the time the course(s) were completed.

One-Time Recognition of Unused Credits for Current Department Teachers with Prior BU 05 PCS Experience

Effective Fall 2025, PCS teachers currently employed by the Department may request recognition of unused academic or Department PD credits earned while working in a BU 05 position at a Hawai'i PCS. This one-time, time-limited consideration will be granted to teachers who were hired prior to the date of this memorandum.

To qualify:

- The teachers seeking review of prior credits earned must submit the following documents for any unused credits between October 1, 2025, and December 31, 2025.
 - o [Form DOE OTM 600-008 Verification of Employment](#);
 - o [Form DOE OTM 200-005 Teacher Reclassification/Update Only/Certification/Other Request Form](#) (For University/College Credits Only);
 - o Form 200-005(PD) Teacher Request Form; and/or
 - o Official University/College Transcripts.
- Credits will be reviewed based on the Teacher Reclassification Guidelines that were in effect at the time the course(s) were completed.
- Any approved reclassification will be implemented according to the Department's current guidelines and timelines.

Submission of forms and documents for one-time recognition may be sent by mail or email. The Teacher Reclassification Unit's mailing address is:

Hawai'i State Department of Education
Office of Talent Management
Teacher Reclassification Unit
P.O. Box 2360
Honolulu, HI 96804

To submit reclassification forms electronically, teachers should send a legible copy of their reclassification forms, transcripts, and documents via email to: teacher.reclassification@k12.hi.us

University/College campus reports are not acceptable in lieu of official transcripts.

Questions regarding this one-time recognition should be directed to the Teacher Reclassification Unit at (808) 441-8383 or via email at teacher.reclassification@k12.hi.us.

Department Employees Accepting a PCS Position

Department teachers who accept a position at a PCS must submit Form DOE OTM 300-011 Separation from Service to their current principal. This form can be downloaded from the [Office of Talent Management website](#).

Other Considerations for Teachers Moving Between PCS and Department Employment

Teachers planning to move between a PCS and the Department, or vice versa, should be aware of potential employment-related impacts. These include the official separation date and payout of summer pay, potential changes in medical coverage, and how the move may affect retirement service credit. Employees on a 12-month or other PCS payroll schedules should also account for changes to payroll cycles and plan accordingly, including any entitled vacation payout. Additionally, changes in employment may affect access to or balances in the employee's sick leave bank. Teachers should consult with their employer regarding their leave balance and the ability to transfer leave per [HRS §78-23 Leaves of absence](#).

Questions regarding this memorandum should be directed to the Teacher Recruitment Unit at (808) 441-8444 or via email at teacher.recruitment@k12.hi.us.

SB:ms

c: Superintendent
Assistant Superintendents
Complex Area Superintendents
Principals
Hawai'i State Public Charter School Commission
Hawai'i State Teachers Association
Human Resources Regional Officers