


STATE OF HAWAII
DEPARTMENT OF EDUCATION
KA 'OIHANA HO'ONA'AUAO
P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF TALENT MANAGEMENT

January 25, 2023

TO: Assistant Superintendents
Complex Area Superintendents
Principals (All)
Directors (All)
Personnel Regional Officers
Teachers

FROM: Sean Bacon 
Sean Bacon (Jan 23, 2023 14:50 HST)
Assistant Superintendent

SUBJECT: **Teacher Assignment and Transfer Program for School Year 2023-2024**

The Teacher Assignment and Transfer Program (TATP) for School Year 2023-2024 will be effective February 17, 2023, through May 3, 2023. The provisions of the July 1, 2021 - June 30, 2023 Agreement between the Hawaii State Teachers Association and the State of Hawaii Board of Education, specifically Article VII (F), Assignments and Transfers, will be implemented as follows:

1. Vacancy Posting Announcements:

There will be two (2) posting announcements as follows:

TATP Posting #1	February 17, 2023 – March 3, 2023
Interview and Selection	March 6, 2023 – March 28, 2023
TATP Posting #2	April 12, 2023 – April 18, 2023
Interview and Selection	April 19, 2023 – May 3, 2023

2. Online TATP Program:

Teachers will utilize the online TATP Application Process in the Electronic Human Resources (eHR) to apply for advertised vacancies in TATP Posting #1 and #2. Principals and Directors can access their online applications and complete the selection process utilizing the TATP Selection and Hire Process in eHR.

3. Applying for Vacancies Utilizing the Online Application Process (Teachers)

Teachers interested in applying for any advertised vacancies in TATP Posting #1 and #2 will be required to submit an online TATP application for each position they want to be interviewed for. Teachers who are eligible to apply, but are not able to access the online application, should contact the Teacher Reclassification Unit at (808) 441-8383 for assistance.

The Online TATP Application Process will be accessible to teachers beginning **February 17, 2023**.

To access the eHR homepage to begin the online application process, please go to the website listed below, click login, and enter your username and password.

<https://ehr.k12.hi.us/hrprod/faces/p/ap/pages/ApApplicationTypes.jspx>

Note: Your username is your employee ID number plus “@k12.hi.us” (employeeID@k12.hi.us). Your password is the password used in Gmail, Infinite Campus, ServiceNow, Professional Development Educate, Empower, Excel (PDE3), and Statewide Student Enrollment System (SSES).

For assistance with logging into eHR, please submit requests online using ServiceNow at <https://hidoe.service-now.com/sp>. You may also call the IT Help Desk Monday through Friday (except State/Federal holidays) from 7:45 a.m. to 4:30 p.m., Hawaii Standard time, at (808) 564-6000 or for neighbor islands, please use the HATs line at 8-1-808-692-7250.

For complete details regarding applying and submitting online applications, please review the **Online Teacher Assignment and Transfer Program (TATP) Application for Teachers Quick Sheets, February 2023**, which can be downloaded from the website listed below:

<https://hidoeotm.org/tatp>

Teachers are reminded that they are allowed one transfer during the TATP period. When not selected for a vacancy, a teacher may continue to seek transfers to other vacancies following the same procedures. Vacancies created will be filled in accordance with the current *Guidelines for the Filling of Vacant Teacher Positions*.

4. Positions Posted in TATP:

All general education and special education positions occupied by non-licensed and non-tenured teachers shall be posted except as noted below:

Probationary teachers shall remain in their position for the first, second, third, and fourth semesters of their probation, including probationary teachers who have had their probation extended, and their position shall not be posted. However, as a reminder, a probationary teacher shall not remain in place if a displaced tenured teacher is in their school with a license for that position.

All positions occupied by probationary teachers in their fifth and sixth semesters of probation and National Board Certified teachers in their last semester of probation should be posted during the TATP Posting #1 period.

Each vacancy will only be listed once during the transfer period. If there is no qualified applicant, the vacancy will be filled by rehiring a qualified non-tenured teacher, if available, before moving to hire a new employee.

5. Eligible Teachers

Tenured teachers are eligible to apply for advertised vacancies in TATP Posting #1 and #2. Probationary teachers serving in their fifth and sixth semester of probation and National Board Certified teachers in their last semester of probation may apply for vacancies listed only in TATP Posting #1, including their current position if announced during this time. If a transfer is not consummated, these teachers will be re-employed to existing vacancies, following the established guidelines for filling vacant teacher positions.

6. Advertising Anticipated Vacancies:

Schools/offices may advertise anticipated vacancies due to a resignation, retirement, or separation from service. Teachers are encouraged to inform their administrators of their upcoming resignation, retirement, or separation from service as soon as possible by submitting the necessary documents by **March 1, 2023**, to the Office of Talent Management (OTM), so anticipated vacancies can be included in TATP Posting #2.

Applicants seeking to transfer into these anticipated vacant positions must understand that it is a conditional transfer and can only be consummated if the position becomes vacant. Should it not become vacant, the applicant will return to their former position.

7. Consummating a Transfer:

Teachers interested in consummating a transfer to a school must possess a current Hawaii Teacher Standards Board (HTSB) license in the subject and grade level of the vacancy being advertised.

Teachers interested in consummating a transfer to schools currently designated as Comprehensive Support and Improvement (CSI) and Targeted Support and Improvement (TSI) schools will be allowed to transfer if they hold either a current HTSB license in the subject and grade level of the vacancy being advertised, **or** are highly qualified in the subject area and grade level for that vacancy in accordance with the Every Student Succeeds Act. A listing of CSI and TSI schools has been included in the Posting Report for TATP Posting #1 and #2.

Teachers interested in accepting a teaching position with a Public Charter School must consummate their movement by the end of TATP Posting #1 (March 28, 2023). Teachers should complete and route Form DOE OTM 600-009, *Notification of Acceptance of a Charter School Position*, and Form DOE OTM 300-011, *Separation From Service*, to the appropriate offices.

For more information regarding this subject, please refer to the Guidelines regarding the movement of teachers between the Hawaii State Department of Education (Department) and Public Charter Schools, which can be downloaded from the website below:

<https://hideootm.org/tatp>

8. TATP Quick Sheets for Principals and Directors and Posting #1 and #2:

TATP Quick Sheets to assist Principals and Directors with the Online Selection and Hire Process and hardcopies of Posting #1 and #2 can be downloaded from the OTM Systems Portal website listed below:

<https://hideootm.org/otm/tatp>

9. OTM Forms (Principals, Directors, and Personnel Regional Officers):

Form DOE OTM 200-008, *Teacher Transfer Program Interview Assessment* and other OTM forms can be downloaded through the Department's internet website below.

To access these forms, your **username** and **password** must be entered.

<https://hideo.sharepoint.com/sites/offices-otm/OHR%20Forms/Forms/ListView.aspx>

Note: Your username is your employee ID number plus "@k12.hi.us" (employeeID@k12.hi.us). Your password is the password used in Gmail, Infinite Campus, ServiceNow, Professional Development Educate, Empower, Excel (PDE3), and Statewide Student Enrollment System (SSES).

For assistance with your employeeID@k12.hi.us_login or password, please submit requests online using ServiceNow at <https://hidoe.service-now.com/sp>. You may also call the IT Help Desk Monday through Friday (except State/Federal holidays) from 7:45 a.m. to 4:30 p.m., Hawaii Standard time, at (808) 564-6000 or for neighbor islands, please use the HATS line at 8-1-808-692-7250.

10. TATP Timeline (Principals, Directors, and Personnel Regional Officers):

Please refer to the link below, which describes the roles and responsibilities of each group involved in the TATP to ensure that the assigned tasks are completed by the indicated dates.

[TATP 2023 Timeline to Principals and Directors](#)

Should you have questions or concerns regarding this subject, please contact Grace Takai, Personnel Specialist, Teacher Reclassification Unit, at (808) 441-8383 or via e-mail at grace.takai@k12.hi.us.

SB:gt
Attachment

c: Deputy Superintendents
Personnel Management Branch