

SEA Proposal #1
District Counter #1
SEA Counter #1
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SEA Counter #2

4/27/2026
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ARTICLE XXXI - TRANSFERS AND VACANCIES

A. Transfers

1. Voluntary

a. Teachers may initiate a request in writing for transfer to any vacancy in the District. Said request shall be sent to the Human Resources Department with a copy submitted to the administrator of the present work center. The transfer request form shall include a description of prior experience and areas of certification.

b. At least five (5) teachers or 10% of the total applicants, whichever is more, meeting the qualifications who wish to transfer (with an overall rating of effective or higher on their most recent evaluation and who have been recommended for reappointment for the subsequent year) will be guaranteed an interview for an instructional vacancy that is being advertised which is not replacing a teacher on leave. Positions will be advertised stating if the position is vacant due to a leave.

c. When making a request for transfer 20 workdays prior to the first day of pre-plan and during the school year, the teacher must obtain a release from the administrator of the present work center. Said administrator has the discretion to deny such request. The employee shall have the right to appeal the principal's denial in writing via email within 48 hours of the denial to the Director of Employee and Government Relations. The appeal decision is not grievable. The teacher's current principal's approval will not be required during the spring global advertisements. Principal approval is not required when requesting a transfer to or from any 100% non-classroom-based position (e.g. – instructional coach, dean, school counselor, etc.).

d. e. Documentation regarding leaves will be kept by the home school administration and the Human Resources Department.

2. Involuntary

a. When it becomes necessary to transfer a teacher or teachers, a written notice of transfer will be given to the teacher(s) being transferred as soon as practicable.

b. When a transfer of teachers is necessary all teachers at that work center will be given the opportunity to volunteer.

c. A list of vacant positions in other work centers in the District will be made available to all teachers being transferred.

d. The selection of teachers to fill vacancies will be based on, but not be limited to the following criteria:

- (1) Program needs
- (2) Teacher qualification
- (3) Teacher certification
- (4) Length of uninterrupted service in the District

For The School Board of Seminole County

For Seminole Education Association


Dawn Bontz, Chief Negotiator


Thomas Bugos, Chief Negotiator

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(5) Place of residence of teacher when request is based on energy conservation

e. If extremely unusual circumstances arise which may adversely affect the welfare of a teacher or the school, the Superintendent may involuntarily transfer a teacher even though volunteers may be available. Should the Superintendent choose to involuntarily transfer a teacher under this paragraph, the teacher shall be provided an opportunity to conference with the Superintendent or his/her designee to discuss the reason (s) for the transfer. The teacher shall have the right of representation during such conference. Upon request of the transferred teacher, a letter will be provided listing the specific reason (s) for the transfer. Said letter shall be considered a public record and shall be placed in the transferred teacher's personnel file.

f. In the event that an entire instructional program which receives special funding, such as ESE, is moved from one (1) school site to another, the teachers in said program may be involuntarily moved with the program after a conversation has been held with the building administrator.

3. Administrative Transfers

a. When the principal/worksite administrator and a teacher agree that it is in the best interest of the teacher, students and/or school climate for the teacher to be transferred to another worksite, the principal/worksite administrator and/or the teacher shall notify the Executive Director of Human Resources.

b. Upon notification, the Executive Director of Human Resources or his/her designee shall meet individually with both the principal/worksite administrator and the teacher to identify the need for an administrative transfer. Following the meeting, the Executive Director of Human Resources shall make a report and recommendation to the Superintendent.

c. The Superintendent may request a meeting with any of the involved parties following receipt of the report. The Superintendent, based on the information presented, may administratively transfer the teacher.

d. If more than one vacancy exists for which the teacher is certified and qualified, the Executive Director of Human Resources shall determine placement. Upon request, the Executive Director of Human Resources will meet with the teacher to discuss their placement. If there is no available vacancy for which the teacher is qualified, the teacher shall be given the opportunity to wait for the first available vacancy.

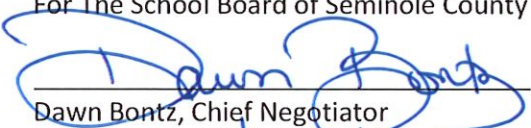
e. An administrative transfer shall not be used as a form of disciplinary action, nor shall there be any negative/derogatory statements/documents placed in the teacher's personnel file if an administrative transfer is requested, whether or not it is granted.

f. The administrative transfer process shall not be used to circumvent the voluntary or involuntary transfer procedures.

B. Vacancies

1. The District shall maintain a twenty-four (24) hour continuous web-based hotline to provide employees with knowledge of bargaining unit vacancies. Information shall be updated on a daily basis and shall include a description of the position or job title, cost center location, and name of the appropriate contact person. The notice shall remain on the hotline for a minimum of three (3) business days. In the event the continuity of the district's system is compromised for any reason causing a posting to be displayed less than three (3) business days, the posting will be extended for an additional business day.

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2. A current listing of vacancies shall be available on the district web page. All vacancies shall remain open for a minimum of three (3) business days.

3. The administration may recruit applicants during the school year, prior to the last day of post school, and employ same to fill vacancies that will occur during the following school year, provided that the applicant is seeking a critical area position or is a member of an under-represented class.

4. Such applicant may be employed to fill growth positions or to replace a teacher who is retiring, resigning employment or who is going on extended leave.

~~5. A copy of the PSC pool and list of non-reappointed AC teachers will be sent to the SEA President within two weeks after AC teachers receive notification of non-reappointment. The County will update the SEA President of the status of the PSC pool every two (2) weeks until the first day of pre-plan the following contract year.~~

5. A copy of the PSC pool and list of non-reappointed AC teachers will be sent to the SEA President within two weeks after AC teachers receive notification of non-reappointment. The County will update the SEA President of the status of the PSC pool every two (2) weeks until the first day of pre-plan the following contract year.

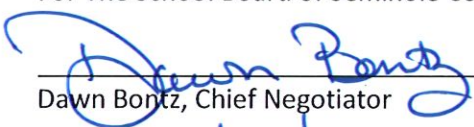
~~6. A list of non-reappointed Annual Contract (AC) teachers will be sent to the SEA President within one week after notification of non-reappointment.~~

~~6. Notification of non-reappointment to the employee and SEA President will occur prior to any internal job fair, publication of global advertisements, and the Superintendent's recommendation to the Board of the instructional reappointments noted in Article VIII D.1.~~

67.8. When applicable, tThe District will review the qualifications of individuals from the list of non-reappointed annual contract teachers and provide a list of these teachers with their qualifications to principals prior to the for any vacancy prior to any internal job fair, external job fair, or publication of global advertisements. At any point between notification of non-reappointment through June 30th, if an individual is qualified for appointment at a site other than their current site for the following year, the individual is guaranteed an interview for the position. Qualified non-reappointed annual contract teachers shall be guaranteed at least one interview at the Internal Job Fair and one interview during Global openings. Nothing herein guarantees placement in a position.

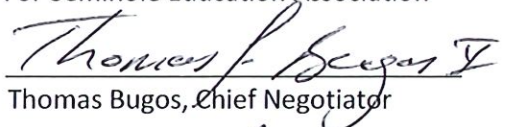
6.8. Critical area positions shall be determined by the administration with notification provided to the Association by January 1 or prior to beginning of recruiting, whichever comes first.

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