

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

(Revised 1/2011)

The Department of Education (DOE) has made significant revisions to the employment guidelines and procedures pertaining to the movement of teachers between the DOE and the public charter schools (PCS). The newly revised guidelines and procedures clarify 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/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>.

- | | |
|------------------|--|
| Form CS-1 | Notification of Acceptance of a Charter School Position
This form needs to be completed by the DOE teacher and submitted to his/her current DOE principal. |
| Form 101B | Teacher Request for Transfer and/or Intra-School Reassignment
This form is submitted to the school that is posting the vacant position. |
| Form 101e | Transfer and Assignment Employment Information for PCS Teacher
This form needs to be completed by former DOE teachers as part of employment/re-employment process. |
| Form 190 | Separation From Service
This form needs to be completed by all teachers accepting teaching positions at a PCS. |

A. DOE TENURED TEACHERS

- 1. A DOE tenured teacher accepts a PCS position within the first posting of the Teacher Assignment and Transfer Program (TATP).**
 - Resignation will be required. A Form 190 and Form CS-1 must be completed.
 - PCS teachers may be eligible for subsequent re-employment, within the DOE, through the TATP, provided they have continually been employed in PCS position(s), which utilized the personnel/payroll services of the DOE.

- PCS teachers, who have not continually been employed in charter school position(s), which utilized the personnel/payroll services of the DOE, may also be eligible for subsequent re-employment through the TATP. However, their re-employment will be processed by the Department'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 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 Department'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.

- Resignation will be required. A Form 190 and Form CS-1 must be completed.
- PCS teachers seeking re-employment with the DOE within two years of their resignation date must submit an updated application and satisfactory confidential report from their PCS and their last DOE school. The screening interview will be waived. Re-employment will be processed through the Department's Teacher Recruitment Section.
- PCS teachers seeking re-employment with the DOE after two years from their resignation date, must reapply as a new hire (new application and screening interview required) through the Department's Teacher Recruitment Section.

Note: Former DOE tenured teachers, who accepted PCS positions 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 Department'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.

- Resignation will be required. A Form 190 and Form CS-1 must be completed.
- PCS teachers may be eligible for subsequent re-employment, within the DOE, through the TATP, provided they have continually been employed in a PCS position, which utilized the personnel/payroll services of the DOE. They may participate in the first posting of the TATP.
- PCS teachers, who have not continually been employed in a PCS position, which utilized the personnel/payroll services of the DOE, may also be eligible for

subsequent re-employment through the TATP. However, their re-employment will be processed through the Department'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 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 Department'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.

- Resignation will be required. Form 190 and Form CS-1 must be completed.
- PCS teachers seeking re-employment with the DOE within two years of their resignation date must submit an updated application and satisfactory confidential report from their PCS and their last DOE school. The screening interview will be waived. Re-employment will be processed through the Department's Teacher Recruitment Section.
- PCS teachers seeking re-employment with the DOE after two years from their resignation date, must reapply as a new hire (new application and screening interview required) through the Teacher Recruitment Section.

Note: Former DOE satisfactory probationary teachers, in their last year of probation, who accepted 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 Department'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. The teacher will be required to resign and complete a Form 190 and Form CS-1. The teacher may subsequently re-apply as a new hire with the DOE by completing a new application and successfully passing the Department'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. The teacher will be required to resign and complete a Form 190 and Form CS-1. The teacher may subsequently re-apply as a new hire with the DOE by completing a new application and successfully passing the Department’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. The teacher will be required to resign and complete a Form 190 and Form CS-1. The teacher may subsequently re-apply as a new hire with the DOE by completing a new application and successfully passing the Department’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. The teacher will be required to resign and complete a Form 190 and Form CS-1. The teacher may subsequently re-apply as a new hire with the DOE by completing a new application and successfully passing the Department’s screening process and intake interview.

Note: The three 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 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 are required.

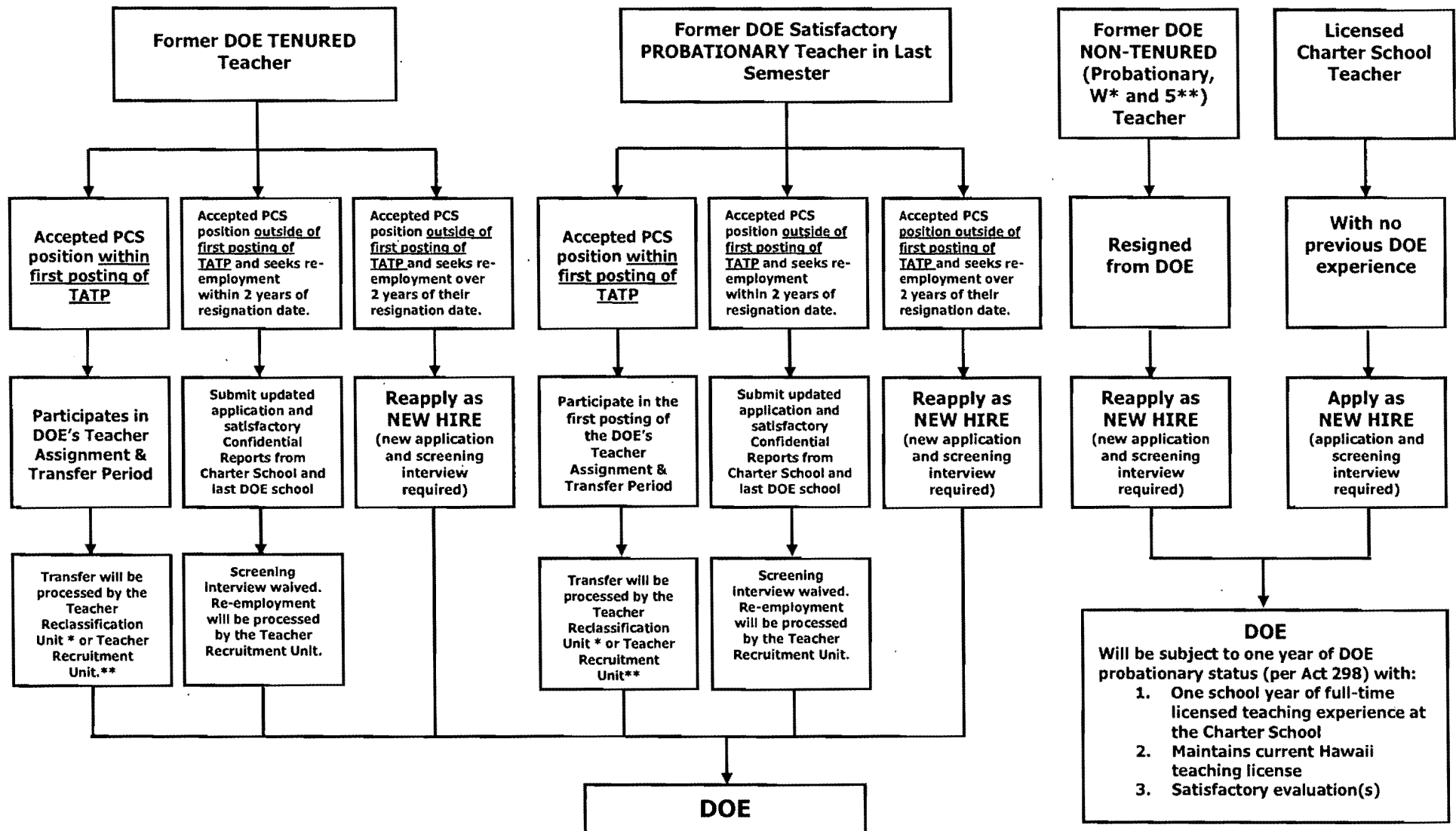
2. The teacher will be subject to one year of DOE probationary status (*Act 298, Session Law 2006*) if the following conditions are met:

- 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

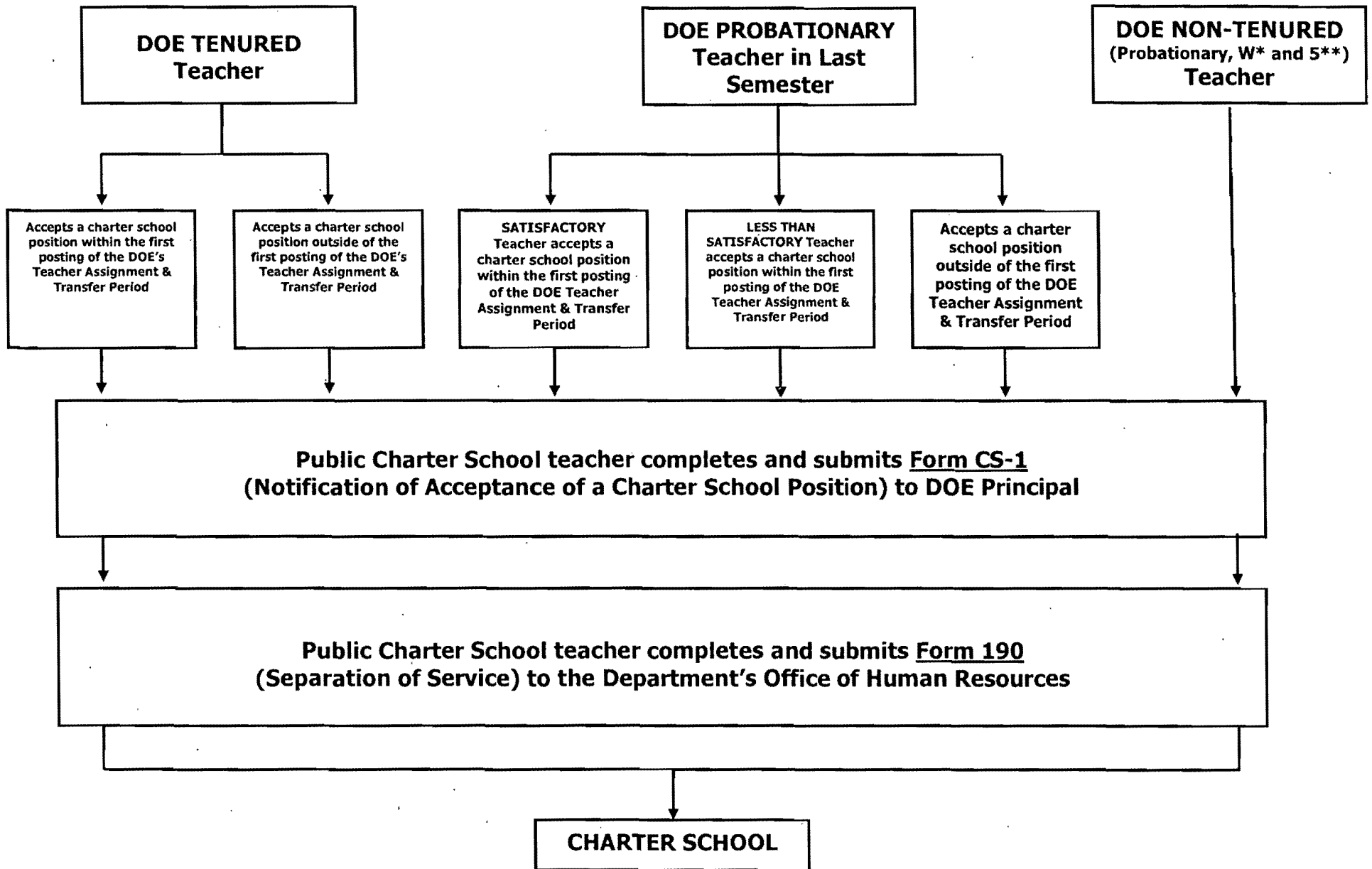
- Hawaii licensed PCS teachers who were continually employed in teaching positions, which utilized the personnel/payroll services of the DOE, will have their current salary classification re-evaluated to ensure that their awarded classification upgrades were in compliance with the Department's current teacher reclassification guidelines. Adjustments in salary classification may result.
- Hawaii licensed PCS teachers who were employed in teaching positions, 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 Department's current teacher recruitment guidelines.

FORMER DOE TEACHER RETURNING TO DOE FROM A CHARTER SCHOOL
 LICENSED CHARTER SCHOOL TEACHER ACCEPTING A DOE POSITION



* If PCS teacher was continually employed in a PCS position which utilized the personnel/payroll services of the DOE.
 ** If PCS teacher was not continually employed in a PCS position which utilized the personnel/payroll services of the DOE.

DOE TEACHER ACCEPTING A CHARTER SCHOOL TEACHER POSITION



* W's are teachers who have completed a teacher education program but have not completed all PRAXIS examinations.

** 5's are teachers who have not completed a teacher education program.



STATE OF HAWAII
DEPARTMENT OF EDUCATION
Office of Human Resources
Certificated Records and Transactions
P.O. Box 2360
Honolulu, Hawai'i 96804

TRANSFER AND ASSIGNMENT EMPLOYMENT INFORMATION FOR CHARTER SCHOOL TEACHER

(Form to be submitted AFTER transfer to DOE is verified)

INSTRUCTIONS TO FORMER DOE EMPLOYEE RETURNING TO THE DOE FROM A CHARTER SCHOOL:

1. SECTION I, II and III – Former DOE EMPLOYEE to complete.
2. SECTION IV – Submit to CHARTER SCHOOL DIRECTOR/AUTHORIZED OFFICIAL with whom you were employed for completion.

SECTION I. EMPLOYEE INFORMATION

NAME _____ SOCIAL SECURITY NUMBER _____
Last First Middle

MAILING ADDRESS _____
Street/P.O. Box City State Zip Code

NAME OF DOE SCHOOL TRANSFERRING TO _____

SECTION II. EMPLOYEE'S RESPONSIBILITIES

1. INCOME TAX WITHHOLDING EXCEPTIONS AUTHORIZED FOR PAYROLL DEDUCTION – The number of income tax withholding exceptions authorized for payroll deduction **will remain identical to those authorized when last employed by the DOE** unless new W-4 and HW-4 forms are submitted
2. NAME CHANGE – Any name change that took place after leaving the DOE will not be reflected unless **a copy of your Social Security card bearing your new name is submitted.**
 - My former name under DOE employment was: _____
Last First Middle

SECTION III. AUTHORIZED SIGNATURE

I hereby authorize the release of the following information regarding my previous employment with the Charter School.

DATE: _____ SIGNATURE: _____

SECTION IV. VERIFICATION OF EMPLOYMENT - CONTRACTED EMPLOYMENT ONLY; EXCLUDING LONG-TERM LEAVES OF ABSENCE, SUBSTITUTE TEACHING

*Information below must be completed by CHARTER SCHOOL DIRECTOR/AUTHORIZED OFFICIAL of the school.
Please use a SEPARATE line for each year of school service.*

SCHOOL NAME	POSITION TITLE	GRADE(S) AND SUBJECT(S) TAUGHT	DATES OF SERVICE		NO. OF MOS. IN SCH. YR.	NO. OF MOS. TAUGHT*	COMPLETED SEMESTER*		EMPLOYMENT STATUS HRS.		
			FROM Mo/Day/Yr	TO Mo/Day/Yr			YES	NO	FULL TIME	HALF TIME	NO. OF HRS WORKED PER DAY

REMARKS:

* FOR SERVICE OF 5 MONTHS OR LESS, PLEASE SPECIFY IF COMPLETED SEMESTER.

Signature of Charter School Director/Authorized Official _____
 Position Title _____
 Name of Charter School _____
 Address (including City, State, Zip Code) _____
 Telephone (__) _____ Date _____

RETURN COMPLETED FORM TO:
 STATE OF HAWAII
 DEPARTMENT OF EDUCATION
 OFFICE OF HUMAN RESOURCES
 CERTIFICATED RECORDS AND TRANSACTIONS
 P.O. BOX 2360
 HONOLULU, HI 96804



STATE OF HAWAII
DEPARTMENT OF EDUCATION
OFFICE OF HUMAN RESOURCES
Records and Transactions Section
P. O. Box 2360
Honolulu, HI 96804

SEPARATION FROM SERVICE

FOR ALL DOE EMPLOYEES
(Read Page 2 for Important Information)
Certificated [] Classified/SSP []

PART A - EMPLOYEE INFORMATION

- 1. Name:
2. Social Security Number:
3. Position Title:
4. Position No.:
5. Permanent Mailing Address
6. Home Phone Number:
7. School/Branch:
8. District/Office:
9. Last Day of Employment:

PART B - NATURE OF SEPARATION (Please check one only)

The purpose of this section is to help the Department 1) properly process your separation; 2) collect data to understand why employees leave the Department so improvements may occur that will result in retaining employees.

1. RESIGNATION

My most important reason for resigning is:

a. Employment:

- I have accepted a teaching job at (location/area):
I will be transferring to a Hawaii government agency (please name agency) as a (job title) effective (date)
I have accepted another job at (location) as a (job title)
I am not able to meet the requirements for the position (reason):
I have decided not to complete licensing/certification requirements (i.e. DCCA license, PRAXIS or other)

b. Personal:

- I will be providing care for a family member (relation/location):
I will be providing care for my child
My health condition requires that I not work

c. Education

- I plan to start/continue my education at (location):

d. Work Place Environment:

- I am leaving because I am not satisfied with:
Physical environmental conditions at my job
Administrative support, Lack of
My co-workers
The workload
My salary
My job's location

e. Relocation:

- My spouse has accepted/reassigned a job (location):
I will be leaving the State due to the cost of living in Hawaii
I will be moving closer to my family

2. RETIREMENT [] *See "Separation from Service Information" II. D.

PART C - SIGNATURES AND DATES

- 1. Employee: Date:
2. Principal/Administrator: Date:
3. Assistant/Complex Area Superintendent: Date:

INSTRUCTIONS: Upon notification of separation from service, prepare and submit Form G-2 and Form 7 directly to Payroll Unit
DISTRIBUTION: COMPLETED ORIGINAL - Office of Human Resources, Transactions Section; COPIES - District Office, School, and Employee

Separation from Service Information

I. EFFECTIVE DATE OF SEPARATION FROM SERVICE

Part A, Number 9 indicating the “*Last day of employment*” should be carefully considered by all employees resigning or retiring. This effective date pinpoints the exact day when the employee terminates his/her employment status; thus, it determines the termination of employee benefits such as compensation, health fund coverage and membership in the Employees’ Retirement System as follows:

A. Compensation

Salary earnings terminate as of the *last day of employment*. Salary does not accrue on holidays or other compensable days occurring after the *last day of employment*.

B. Payment of Earned Summer Salary

Ten-month employees terminating their employment before the end of the school year should receive their earned summer salaries (if any) in one lump sum within four to six weeks after the *last day of employment*.

C. Health Fund Coverage

Employees should contact the Office of Human Resources, Employee Benefits Office for medical, dental and life insurance plans information. Teachers with union plan must contact HSTA Benefit Office.

II. COMPLETION OF PROCEDURES FOR RESIGNATION OR RETIREMENT

To prevent unnecessary delays in retirement dates, retiring employees should insure that the following procedural details are complied with:

- A. Submit Form 190 to principal or immediate supervisor at least 30 days prior to desired resignation or retirement date.
- B. Submit all necessary leave papers to the principal or immediate supervisor immediately if leaves are to be taken before resignation or retirement. For example: Certificated 10-month Employees: Sick Leave With Pay - Form 400, Leave Without Pay - Form 400a, Certificated 12-month and Classified/SSP Employees: Vacation/Sick Leave/Leave Without Pay - Form G-1.
- C. For retirement only: Submit Retirement Form 18 (Application for Retirement) directly to the Employees’ Retirement System 30 to 90 days prior to desired retirement date.
- D. With the passage of Act 156 by the 2008 Hawaii State Legislature effective July 1, 2008, an individual who retired from a Hawaii State or County government agency must have been retired for at least one calendar year prior to being rehired by the same or another Hawaii State or County government agency.

III. QUESTIONS

Questions concerning this form and related regulations should be directed to the principal, immediate supervisor or Personnel Regional Officer who will answer your questions or obtain the answers as necessary.



STATE OF HAWAII
DEPARTMENT OF EDUCATION

Submit to Appropriate School(s)

FORM 101b
TEACHER REQUEST FOR TRANSFER
and/or INTRA-SCHOOL REASSIGNMENT

Transfer Request to
School: _____
Position: _____
Position Number: _____
Posting Announcement No.: _____

Intra-School Reassignment Request:
I would like to be considered for a vacancy at this school in another subject or grade level for which I am qualified.

PERSONAL INFORMATION

Last Name	First Name	M.I.	Employee ID Number
Current Address		City and State	Zip Code
Present School	School Phone Number	Home Phone Number	

This tenured or satisfactory probationary teacher in his/her last semester of probation is eligible to participate in the transfer program.

Principal's/Administrator's Signature: _____ Date: _____

AREA(S) OF PREPARATION AND SENIORITY
IN THE DEPARTMENT OF EDUCATION

(Check Appropriate Items)

AREA(S) OF PREPARATION: Check area(s) of preparation for which you are licensed by Hawaii

Elementary Early Childhood Middle School

Secondary (List Highly Qualified Subjects) _____

K-12 (List Highly Qualified Subjects) _____

School Counselor School Librarian

Special Education

_____ Mild/Moderate _____ Severe/Profound _____ Other _____

SENIORITY: Years _____ Months _____

PROFESSIONAL EXPERIENCE, SPECIAL ABILITIES, AND TEACHING SKILLS

You may attach any additional information to this Form 101b to further inform the principal of your full qualifications.

Teaching Experience: (Start with your most recent position. Add attachment if more space is needed.)

School	Subject	Year(s)
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Special Abilities (Drama, Newswriting, Coaching, Computers, etc.)

Other Experiences Related to the Assignment: (YWCA, Teaching Assignment, UH-English Department, etc.)

1. _____
2. _____
3. _____

Teaching Skills: List the specific job-related skills you possess that will enable you to perform effectively in this position.

1. _____
2. _____
3. _____

I hereby certify that the above information regarding my qualifications is accurate to the best of my knowledge and belief. I understand that should any information provided on this form not be accurate, it may impact any transfer or re-assignment.

Date

Teacher's Legal Signature

**INSTRUCTIONS FOR COMPLETING FORM 101b
TEACHER REQUEST FOR TRANSFER/INTRA-SCHOOL RE-ASSIGNMENT**

General Information

The Form 101b is the mechanism to indicate a teacher's interest in an advertised vacancy or an intra-school re-assignment. A completed form must be received by the principal of the school which listed the vacancy within the posting period. Forms received after the closing date of the posting period may not be considered.

A completed copy of the Form 101b must be submitted (at the earliest time possible) to the home school principal of the teacher who is requesting an intra-school re-assignment.

Duplicate the Form 101b as needed.

Form 101b – Teacher Request for Transfer Instructions:

1. Teacher initiates request to transfer and/or for re-assignment by indication on the Form 101b, Teacher Request for Transfer/Intra-School Re-Assignment.
2. Principal/Supervisor acknowledgement of request to transfer and/or for re-assignment will be verified by dated signature on this form and distributed accordingly.
3. A teacher requesting a transfer must ensure that the form is fully completed and submitted in a timely manner. The completed Form 101b must be duplicated and distributed to:
 - a) the principal/supervisor who listed the vacancy,
 - b) the appropriate Personnel Officer of the school district to which transfer is requested, and
 - c) your respective Personnel Officer.

If requesting intra-school re-assignment, the completed Form 101b is submitted to only your present principal. Keep one copy for your record.

DIRECTORY OF PERSONNEL REGIONAL OFFICERS

Peter Uehara
Honolulu Personnel Regional Office
4967 Kilauea Avenue
Honolulu, HI 96816
Telephone: 733-4870

Robert Davis
Central Personnel Regional Office
Mililani Technology Park
Leilehua Building, Suite 50
300 Kahelu Avenue
Mililani, HI 96789
Telephone: 627-7475

Vacant
Leeward Personnel Regional Office
601 Kamokila Boulevard, #418
Kapolei, HI 96707
Telephone: 692-8007

Amy Yamashita
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46-169 Kamehameha Highway
Kaneohe, HI 96744
Telephone: 233-5703, ext 277

Larry Kaliloa
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75 Aupuni Street, Room 203
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Diane Nitta
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3060 Eiwa Street, Suite 301
Lihue, HI 96766
Telephone: 274-3506