



STATE OF HAWAII  
DEPARTMENT OF EDUCATION

February 16, 2010

**POST & DISTRIBUTE  
TO ALL TEACHERS**

**TO:** Principals and Teachers

**FROM:** Diana Niles-Hansen, Assistant Superintendent

A handwritten signature in black ink, appearing to read "Diana Niles-Hansen".

**SUBJECT:** Changes to the 2010-2011 Teacher Assignment and Transfer Program

The 2010-2011 Teacher Assignment and Transfer Program will be effective March 1 through April 18, 2010. Provisions of the July 1, 2009 – June 30, 2011 Agreement between HSTA and the State of Hawaii, BOE, specifically Article VII. F and Appendix IV, Memorandum of Understanding (Experimental Transfer Program) will be implemented as follows:

**1. Two (2) Vacancy Posting Announcements:**

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

Posting Announcement #1	<b>March 1 – March 14, 2010</b>
Break	March 15 – April 11, 2010
Posting Announcement #2	<b>April 12 – April 18, 2010</b>

Posting period #1 will be fourteen (14) calendar days; while posting period #2 will be seven (7) calendar days. There will be a four (4) week break between posting period #1 and #2.

**2. Posting Position Announcements:**

All probationary teachers in their first semester of probation will remain in their position and their position will not be posted on the advertised posting announcements. Please note that probationary teachers will not remain in place if there is a displaced tenured teacher with a license for that position.

All positions occupied by probationary two (2) teachers and positions occupied by all other non-licensed teachers (Code 5 and Code W) will be posted during the first posting period.

Special Education vacancies will be listed on the first posting announcement only.

**3. Probationary 2 Teachers Limited Transfer:**

Satisfactory second semester Probationary 2 teachers may apply for vacancies listed on the first posting announcements only. They may apply for their own vacancies if announced during this time. If a transfer is not consummated, these teachers will be reemployed to existing vacancies after that time, in accordance with the established guidelines for filling vacant teacher positions.

4. **CHAP-Portal (eHR):**

The 2010 -2011 TATP will be implemented on the Department of Education's eHR system via the CHAP-Portal. Advertised vacancy postings #1 and #2 can be downloaded electronically via CHAP-Portal website:

<http://ohr.k12.hi.us/tatp>

Teachers need to review the posting announcements periodically and, if interested in any of the listings, submit the fully completed Form 101b to the principal/supervisor who listed the vacancy. Request for transfer on the Form 101b must be submitted within the posting deadlines or these requests will not be considered. Some listings on the posting announcements may be withdrawn for the assignments of unassigned tenured teachers.

Be alert to listings and type of vacancy. For example, tenured teachers will have vicing status if transferred into vicing lines which are obligated to other tenured teachers on leave. Probationary 2 teachers consummating transfers to vicing lines may earn tenure in vicing lines. Teachers with vicing assignments have status in a school and may be considered for regular assignment status. Each announcement will provide information on the cover sheet to clarify the vacancies listed.

5. **Forms:**

Form 101b can be downloaded from the DOE's Standard Practice website\*\*

\*\* Website instructions are as follows: Type in website: <http://sp.k12.hi.us>  
Click on to Forms  
Click on to Human Resources  
Click on to appropriate form and print

6. **Transfer:**

A teacher is allowed one transfer per Assignment and Transfer Program period. When not selected for a vacancy a teacher may continue to seek transfers to other vacancies following the same procedures. Resulting chain vacancies created will be filled in accordance with the current "Guidelines for the Filling of Vacant Teacher Positions".

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

DNH:WK:el

c: Board of Education  
Kathryn Matayoshi, Interim Superintendent  
Ronn Nozoe, Acting Deputy Superintendent  
Complex Area Superintendents  
OHR Certificated Personnel Management  
Wil Okabe, President, Hawaii State Teacher Association