



## **MEMORANDUM of UNDERSTANDING**

### **Transfer and Open Hire Timeline for Recruitment and Hiring 2025-2026**

Hillsborough County Public Schools and Hillsborough Classroom Teachers Association agree to adjust the timelines for hiring to assist in the recruitment efforts of our instructional staff. The parties agree to the following for the 2025-2026 school year to promote the filling of all vacancies in our schools:

1. The date of the Spring Open Transfer Period and Open Hiring will run concurrently for the 2025-2026 school year. These dates will be established following the release of the unit allocation timeline by Finance and will not take place until after the confirmation of surplus staff and vacancies by Human Resources. The timeline will also be confirmed with HCTA as well as communicated to eligible employees no less than 5 workdays prior to the opening of the period.
2. The Open Transfer Period for current employees will continue until Thursday, July 10, 2025, at 4:45 pm.
3. The Open Hiring Period for new hires will continue until Friday, August 8, 2025, at 4:45 pm.
4. Eligible instructional employees who wish to seek instructional transfer to a Transformation Network School will be provided with a 1-week transfer and hiring period, prior to all other sites.
5. Per HCTA Instructional Contract Section 11.2.4 "Teachers are eligible to transfer to any vacancy for which they are certified; After spring transfer period, transfers will not be allowed to fill a vacancy in an area where a pool still exists."
6. A vacancy will not occur where a surplus pool category exists at the site where the unit loss created a surplus.
7. All surplus permanent instructional employees not securing a position during the Spring Open Transfer Period prior to the conclusion of the school year will be placed, pursuant to Section 11.4 of the Instructional Contract.

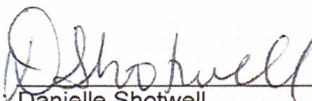
Flexibility to cross position pool categories during Spring Pool process:

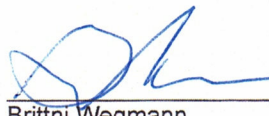
**HCPS – December 11, 2024**

- a. An employee may select an available position outside of their current pool category during the Spring Pool selection process in accordance with the following:
  - i. The employee must be certified in the position.
  - ii. The employee must pass on selecting a position during their turn within their pool category.
  - iii. The employee will be placed in the 2<sup>nd</sup> pool outside of their pool category after all other employees within the pool category have completed their selection.
8. Human Resources will maintain the right to implement a hiring freeze during the Open Hiring Period for any pool category where a surplus exists, and limited vacancies may occur. However, the parties agree to discuss any district-wide hiring freeze needed.

This agreement shall sunset August 8, 2025. The parties will meet at a mutually agreeable time to negotiate any future extensions or updates to this agreement.

In witness whereof, the Parties hereto have caused their duly authorized representatives to execute this Agreement on this day December 11, 2024.

 12-11-24  
\_\_\_\_\_  
Danielle Shotwell  
Chief Negotiator  
Hillsborough County Public Schools

 12/11/2024  
\_\_\_\_\_  
Brittni Wegmann  
Chief Negotiator  
Hillsborough Classroom Teachers Association