

* Implementation Procedures *

<p><u>SPRING</u> SURPLUSING PROVISIONS SECTION 10.4 AND 10.6</p>

The Procedural Agreement contains very general language related to surplusings which does not necessarily recognize District practice or the unique circumstances of building programs and staffing assignments. We have agreed to the following principles and guidelines which we hope will be helpful when the need arises to surplus teachers during the staffing process for the following year.

GENERAL PRINCIPLES — Implementation of Involuntary Transfer (“Surplussing”) is founded upon the following principles:

- A. Sections 10.4 and 10.6 are the basis for surplusings and apply as stated, subject to these principles and guidelines.
- B. Disruption of the individual building’s educational programs will be kept to an absolute minimum. To the greatest extent possible, buildings will reassign staff to internal vacancies before resorting to surplus.
- C. Extended kindergartens will be protected from being surplused, as well as having surplused staff assigned, if possible.
- D. The creation of additional traveling teachers will be avoided, if possible.
- E. Continuing contract staff will be surplused from a building according to who holds the least District seniority in the category being reduced as indicated in the “Final Spring Category List,” which achieves the building’s surplus need. If the person has been involuntarily transferred within the previous five years, the provisions of 10.6.D will apply. If this service is equal, the last one to be hired will be surplused.
- F. Surplussing within category 59, Technology Education, will be based upon the specific instructional program reduction of the building or program.
- G. Regular staffing practices will continue to the extent they align with these principles and guidelines:
 - 1. Employees returning from leave will be placed back in the buildings from which they took leave (unless extenuating circumstances dictate otherwise).

2. Surplussed staff will be placed into continuing contract (CC) vacancies, unless there are insufficient CC vacancies.
3. For the period of time that vacancies remain open to transfer a surplussed will be given the first right to return to the building from which the employee was surplussed. A surplussed employee is eligible to exercise this right of return if s/he meets all the criteria of the voluntary transfer process (10.5.C). Should a vacancy become available for which the surplussed employee is eligible, the principal will make a reasonable attempt to contact the surplussed employee to offer the position. If the principal is unable to contact the surplussed employee or does not receive a response within three (3) days of a reasonable attempt to contact the employee, the principal may post the vacancy. During the posting period, the surplussed employee retains the first right to return via the voluntary transfer application process.

SURPLUSSING STAFF — Surplussing occurs only among teachers who hold the category being reduced except for certain kindergarten situations (see below). For classroom teachers there are four District surplussing scenarios. The above principles apply in each case, but the application may vary depending on the uniqueness of the situation. The following surplussing implementation steps are carried out at the building level.

A. *The need to surplus 1.0 FTE teacher, any grade level P-12*

1. Volunteers will be requested first; if none, then
2. The least senior 1.0 FTE CC teacher is surplussed whose surplus achieves the necessary reduction.

B. *The need to surplus less than 1.0 FTE teacher, any grade level P-12*

1. Volunteers will be requested first; if none, then
2. The least senior CC teacher with an assignment FTE matching the FTE to be surplussed with no other assigned FTE in building is surplussed; if none, then
3. The least senior CC teacher is surplussed whose surplus achieves the necessary reduction.

ASSIGNING SURPLUSSSED STAFF — Surplussed staff will be assigned in the following order by notifying them, in turn, of the choice of the vacancies available to them. CCs will be given only CC vacancy choices unless there are insufficient CC vacancies in which to place all of them; if this is the case they will be provided also the choice of NCC vacancies.

1. Voluntary CCs
2. Involuntary CCs

Please call Roger Jordan at 7029 or Andi Nofziger at 774-8851 if you have any questions.