REASSIGNMENT AUTHORITY

The Deputy Superintendent and the Executive Director of Human Resources are authorized to serve as the Superintendent’s designees in determining that the assignment or reassignment of District personnel is in the best interest of the District.

DEFINITION OF SURPLUS TEACHERS

Teachers who are under contract for the following year and who are no longer needed on a specific campus as a result of a decline in projected enrollment, a program change, or a modification of staffing guidelines are defined as surplus.

IDENTIFICATION OF SURPLUS TEACHERS

Teachers identified for surplus status will be carried on the District record as full-time (1.0) unless approved by the deputy superintendent of human resources and administrative services. The executive director of human resources will provide the deputy superintendent of human resources and administrative services as well as the assistant superintendent of curriculum and instruction, or their designees, with a list of the surplus teachers.

The identification of surplus teachers is based on District seniority, with some exceptions. District seniority may be considered by elementary principals on a campus/grade-level or campus-wide basis and by secondary principals on a campus/department-level or campus-wide basis. Exceptions to the seniority rule can be used by principals when certification and endorsement, bilingual ability, racial/ethnic balance, responsibility for specified initiatives designated in the campus improvement plan, or extracurricular assignments are a need. Exceptions will not exceed 25 percent of the total number of surplus teachers. Campuses that surplus fewer than three teachers may request one exception from human resources. All exceptions must be approved by the executive director of human resources.

Seniority is defined as continuous uninterrupted service with the District. Continuous service includes all professional service and is cumulative regardless of the teaching assignment. A teacher re-entering the school system following an official leave of absence maintains the District seniority held when the teacher left the system.

ELEMENTARY SCHOOLS

While using District seniority to determine surplus staff, elementary school principals can use either grade-level or campus-wide distribution of teachers to determine surplus status as based on student enrollment projections. Once an elementary principal declares the use of grade-level or campus wide distribution, the principal must maintain that same system until the first day of classes. Beginning
on the first day of class, the principal may only use grade-level seniority to identify surplus teachers.

**INTERMEDIATE, MIDDLE, AND HIGH SCHOOLS**

While using District seniority to determine surplus staff, intermediate, middle, and high school principals can use either department-level or campus-wide distribution of teachers to determine surplus status as based on student enrollment projections. Once a secondary principal declares the use of department-level or campus-wide distribution, the principal must maintain that same system until the first day of classes. Beginning on the first day of class, the principal may use only department-level seniority to identify surplus teachers.

**PLACEMENT OF SURPLUS TEACHERS**

Only teachers whose performance is at least proficient will be placed on the surplus list. Teachers who are on an intervention plan and/or have been in contractual difficulty for the current school year will not be placed on the surplus list.

The campus principal will provide written notification to teachers who are identified as surplus with a standard letter provided by human resources.

The executive director of human resources will assign all surplus teachers to campuses where vacancies exist. The executive director of human resources will consult with campus principals to ensure that surplus staff certifications and qualifications meet the campus criteria for vacant positions. The placement of surplus teachers will be consistent with contractual obligations. As soon as a principal is notified of a surplus teacher being placed on his or her campus, the principal will complete a personnel recommendation form and forward the form to human resources. The executive director of human resources will provide the deputy superintendent of human resources and administrative services as well as the assistant superintendent of curriculum and instruction, or their designees, with a list of the surplus teacher placements.

Teachers should not be placed on surplus status for consecutive years. If a teacher receives a surplus notification letter from human resources and later returns to the original campus, it will count for surplus status purposes. The teacher cannot be placed on the surplus list for the next year. Exceptions to this rule will require written justification and approval from the executive director of human resource services.

Placement of surplus teachers is a District priority and every attempt will be made to place surplus teachers in assignments prior to the last day of instruction. In extenuating circumstances (e.g.,
vacancy unavailable because of program changes), the placement of surplus teachers may be extended.

Surplus teachers reassigned before the start of the school year will return to the sending campus should an appropriate vacancy occur at the sending campus three or more weeks prior to the first day of classes. Campus principals, in collaboration with campus and/or District staff, will establish the certification and qualification criteria for the vacant position and will notify surplus teachers meeting those criteria, in order of District seniority, of the vacancy. If fewer than three weeks remain prior to the first day of classes, these individuals will remain at the receiving campus unless a reassignment is agreeable with both principals involved.

During the designated transfer period, a teacher seeking voluntary transfer to another District campus will be required to submit a completed transfer form along with a resume to human resources.

A transfer timeline will be provided annually to campus administrators for distribution to all teachers. Teachers seeking a transfer must submit their written request to transfer in accordance with the timeline. Hiring administrators will make transfer decisions in accordance with the timeline.

Applying for a transfer to another District campus by a teacher will be without prejudice to the employee and will not jeopardize his or her current assignment. After June 15th, teachers will not be able to seek a transfer to another campus unless agreed upon by both principals involved.