

DE-STAFFING PROCEDURES

1. Principals identify the teachers to be destaffed. Criteria used include curricular needs, seniority, and/or co-curricular (extra-curricular) needs. Teachers who are on a performance improvement plan (PIP) or who should be on a PIP are ineligible for transfer. However, a receiving principal may elect to voluntarily accept a teacher on a PIP at his discretion.
2. All de-staffs in a particular subject area or grade level (K-3, 4-5, 6, 7-8 or subject, 9-12 subject) will be rank-ordered according to their employment date. If the employment date is the same, then date of signature on the letter of intent, followed by date of signature on the contract shall be the determining factors.
3. For teachers who currently teach multiple subjects, the predominant subject taught will be the primary factor used in determining the subject area to be de-staffed. Efforts will be made to provide flexibility to those schools with teachers holding multiple endorsement areas, especially at the middle school level.
4. A list of all known vacant positions in each grade level or subject area will be developed.
5. Each teacher on the destaff list will be contacted in order of seniority by Human Resources and informed of all vacant positions available in the appropriate subject area or grade level. The teacher may choose the preferred position for involuntary transfer.

The de-staffing process is fluid in nature and may change as vacancies occur or if it becomes apparent that a particular position does not exist for a de-staffed individual to occupy. In that case, the principal may have to de-staff in another content area which may in turn affect or change the seniority list.

6. This procedure will continue until all de-staffed teachers have chosen a preferred position from the remaining available positions.
7. If a teacher declines to make a choice, the personnel supervisor will assign him/her to a position.
8. In some cases, a teacher may wish to volunteer to accept a transfer to a specific school in lieu of having another staff member transferred involuntarily. While such a request will be considered, the teacher volunteering for such a transfer will not be automatically granted the requested placement. The teacher will be given a choice of position only in accordance with the procedure outlined below. If the specific request cannot be honored, the teacher will be allowed to remain in his/her current position and the appropriate involuntary transfer, as identified by the principal, will be made in accordance with the procedure described herein.
9. In the case of an insufficient number of positions available for placement of de-staffs, the teachers affected will be placed on a to-be-assigned status until a vacancy occurs.
10. After all de-staffed teachers are placed, the remaining positions will be posted and voluntary transfers will be considered. (This applies during the official transfer posting period and will cease after June 30.)
11. Health, P.E. and Driver's Education will be treated as a single department. De-staffed Driver's Education teachers are eligible for a placement in Health and/or P.E. positions when vacancies exist and a teacher's certification includes a Health and/or P.E.

endorsement. Conversely, Health and/or P.E. teachers may be de-staffed into available Driver's Education positions if the proper endorsement is held.

For Health & PE, gender will be considered before seniority. Gender is a primary consideration for locker room purposes. (Example: A female HPE teacher has more seniority than a male HPE teacher at the same school. The school with the HPE vacancy needs a female teacher. In this scenario, the female HPE teacher (with more seniority) will be de-staffed to fill the vacancy). The prior example is not meant to be exhaustive of all potential scenarios.

12. A teacher on special assignment to a recent former position in his/her current school will be placed among teachers in order of seniority for de-staffing purposes. A special assignment teacher who is reassigned with no former placement in his/her current school will be de-staffed.
13. De-staffed teachers will be offered an opportunity to return to their original placements when a vacancy occurs in that position. (The content area taught by the teacher originally creating the vacancy will be deemed the vacant position. If multiple teachers who teach the same subject are de-staffed, the most senior individual will be offered the opportunity to return). De-staff recalls will not be permitted after July 15 unless specifically authorized by the Associate Superintendent for Instruction.
14. De-staffs are eligible to fill new positions and vacated RIF, Non-Renewal, Assessment and Certification positions. Assessment and Certification non-renewals may be extended a brief period to permit teachers more opportunity to complete requirements. Recent registration for a required assessment or other licensure requirement components must be in evidence.
15. Recall of probationary non-renewal RIF, Assessment and Certification teachers will occur in order of position need. Instructional and program contributions, coaching, and sponsorships may be taken into consideration. Continuing contract non-renewal RIF and Certification teachers will be recalled before probationary teachers and in order of seniority by department.
16. Part time de-staffs are to be de-staffed to part time vacancies. All full time employees will be given first opportunity over part time.
17. Any part time teacher that cannot be placed in their current location and for whom it is not likely there will be additional vacancies upon completion of all de-staffs will be reduced in force.
18. Waiver requests for co-curricular, extra-curricular, or curricular reasons should be forwarded to the Executive Director of Human Resources for review and determination by the Associate Superintendent for Instruction. A justification should be provided by the principal. For coaching or sponsorship, strong consideration should be given to assigning another staff member within the building with the credentials to perform the job.

The teacher negatively affected by the waiver may appeal to the Superintendent or Superintendent's designee within five (5) business days of initial notification that he/she is being de-staffed.

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