

## FAQ – UNASSIGNMENTS & TRANSFERS

### **1. What is an “assignment” and what is “transfer”?**

**A:** The PAT/PPS contract defines “assignment” as the position in which you are placed. A “transfer” is a change from one assignment to another. A professional educator shall not be assigned to a position outside of his/her licensure and competence except by agreement between the educator and the District.

### **2. What does “unassignment” mean?**

**A:** If declining enrollments, program changes, or changes in funding result in a reduction of staff in a building or program area, certain positions may be partially or fully reduced for the next school year. Employees in positions that have been reduced will be “unassigned” from their building, equal to the reduction. They are still owed a position next year equivalent to the FTE they had before the unassignment. *Unassignment is NOT a layoff; employment continues.*

### **3. Must my principal ask for volunteers prior to unassigning members?**

**A:** Yes. Volunteers must first be requested and considered from among the staff. Volunteers will be unassigned if they are from within the grade level(s) or subject matter area(s) where the positions are being reduced.

### **4. Why have I been selected to be unassigned?**

**A:** Employees in positions that have been reduced are generally unassigned by their seniority and licensure. Additional areas of consideration are listed in contract Article 15.F.2.

### **5. How is seniority calculated?**

**A:** Seniority is determined by the number of years in the bargaining unit district-wide, *not* in the specific building or program. Seniority for members who have the same first date of actual service is determined by drawing lots. For example, the holder of tie breaker # 1 has greater seniority than the holder of tie breaker #5.

### **6. I am assigned full time to my building this year. I have been unassigned 0.5. Am I entitled to a full-time assignment?**

**A:** Yes. You are entitled to an assignment equal to 1.0 FTE. You may apply either for an additional 0.50 position or for a 1.0 position in another building. If you do not find such a position, the District must place you in a full-time equivalent assignment (assuming no layoff). Do not voluntarily reduce your FTE if you want to continue as a full time employee. You cannot be required to reduce your FTE (except in layoff).

### **7. I am a 0.50 FTE counselor. My position is being increased to 1.0 next year, but I only want to work half-time. What do I have to do?**

**A:** You will be unassigned. It will be your responsibility to look for a half-time position during the internal transfer process, by applying and interviewing for vacant 0.50 FTE positions. If you are not successful, you will be placed in a position.

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**8. I am a full time teacher and have been unassigned 0.50 FTE from my building. That's okay with me, I want to work only half-time next year. What should I know?**

**A:** If you are willing to *voluntarily* reduce your FTE for 2016-2017, make sure you get an approved one-year partial leave of absence to cover the reduced portion of your FTE. This will permit you to return to full time teaching in 2017-2018. *If you are not covered by a leave, the reduction will be permanent. Never agree to a permanent reduction unless you understand the impact of the reduced FTE on your salary and benefits.*

**9. I am a 0.50 FTE teacher. My position is being increased to a 1.0 FTE position next year. I would like to increase my hours to full-time. What are my rights?**

**A:** After the internal transfer process is completed, and if all unassigned educators who are properly licensed for the assignment have positions, you (the incumbent) may be assigned to the position without it having to be posted, if both you and the District agree.

**10. What if they add positions at my school after I have been unassigned?**

**A:** If a position for which you are qualified at becomes available in your original school or program while you are still unassigned, you "shall" be returned to the original school. If the position becomes available after you have a new assignment, you "may" be returned to the original school upon your request.

**11. I am a temporary teacher. Do I automatically continue in my current position next year?**

**A:** No. Positions that are filled temporarily during the school year must be posted for the subsequent school year if the position continues (unless an educator on leave will return to it or an educator is to be administratively transferred to it). You must apply for vacant positions during the external transfer process. If you have held the temporary position for 60 days or more, you may apply during the internal process *for that position only*. However, you will be considered as an external candidate when compared to other internal candidates.

**12. If I am unassigned, do I have a choice as to where I will end up?**

**A:** Only insofar as there is a job available for which you are qualified and you interview for it successfully. Filling out a transfer application and applying for positions in the appropriate Internal or External process gives you access to the most assignment possibilities. Prepare for and treat the interviews seriously. Bring your resume. Share examples of your work that reflect your particular skills and what you have to offer.

**13. What happens if I am not selected in the internal interview process?**

**A:** Human Resources will work with administrators who have remaining vacancies. Educators who remain unassigned after the internal transfer process will be transferred to a vacant position for which the educator is licensed and competent. These transfers will occur in **mid-May**. Human Resources will consider all licenses and endorsements you hold in finding a placement. All placements must be completed before the District considers external applicants.

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**14. What happens if I volunteer to be unassigned?**

A: If you volunteer to be unassigned in lieu of the least senior person in your subject area this is covered under Article 15.f.2 of the PAT/PPS contract. In this situation you will not have a position in your original school for the following school year. Instead you must apply for vacant positions and go through interviews during the internal phase. If you are selected, that will be your assignment during the next school year. If not, you will be placed in a position (with one opportunity to decline placement). Placements will occur in late-May.

**15. Can't I volunteer to be unassigned, even when there is no staff reduction or program change?**

Yes. If you have been in the building for five years or more, you may volunteer to be unassigned, even if there is no reduction in staff or change to existing programs. This procedure is almost identical to searching for a new position in PPS through the internal transfer process, with one small advantage, covered under Article 15.E.4 of the PAT/PPS contract.

In this situation, you do not lose your position in your original school for the next school year. As part of the internal process you must look for vacancies, apply for them, and be interviewed. If you get a position you can accept it, and that becomes your assignment for the following school year. Your current administrator cannot block it. However, if you go to an interview and know right away that you are not interested in the position, you have to notify the supervisor at the school where you interviewed that you are no longer interested in the position within two days.

If you don't get any job through the internal process, then you will be considered for a placement. But, it is not a true "placement" because PPS cannot just assign you to a position and make you take it. Instead, both you and the administrator in the new school have to mutually agree to the transfer. If not, then you stay in your current school for the next school year.

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