



Standard Operating Procedures

Assignment and Schedules

Handbook

APPROVED: September 16, 2020

REVISED: January 4, 2023

Assignment and Schedules Handbook

Policy Cross Reference Sheet

This handbook is an administrative procedure of the District and subject to policies adopted by the Board of Trustees. In case of conflict between administrative procedures and Board policy, policy shall prevail.

Date of Superintendent Approval: Christie Whitbeck 01/04/23

Version Number: 2020.1

The contents of this handbook relate to the following Board policies:

Policy	Title	Page(s)
DK (Local)	Assignment and Schedules	2

* The above listed policy relates to areas in which assignment and schedules are necessary. This handbook speaks directly to how this District handles assignment and schedules.

Table of Contents

Policy Cross Reference Sheet.....	2
ASSIGNMENTS.....	4
VOLUNTARY TRANSFERS	5
EXCESS STAFF	8
Excess Staff.....	8
Seniority.....	8
Voluntary Reassignment Due to Decrease in Enrollment.....	9
Elementary Schools – Reassignment Prior to the Start of Teacher Work Calendar.....	9
Elementary Schools – Reassignment After the Start of Teacher Work Calendar	10
Secondary Schools – Reassignment Prior to or After the Start of Teacher Work Calendar	10
Notice of Excess.....	10
Return of Excess Teacher Pull-Back.....	11
OPENING A NEW SCHOOL	12
WORK SCHEDULES	13

ASSIGNMENTS

All personnel employed are subject to assignment and reassignment by the Superintendent or designee. Assignment shall be based upon the needs of the District.

VOLUNTARY TRANSFERS

All voluntary transfer procedures will not supersede the District's authority to reassign employees as needed. The District may annually implement a voluntary transfer process for current teachers and instructional professionals. This voluntary transfer process is subject to change or elimination at any time due to budget or staffing considerations as identified by the Superintendent.

Transfers for Teachers and Other Campus Instructional Professionals

During the established transfer window, a teacher or instructional professional may request to be voluntarily transferred to another campus/location for the upcoming school year. The voluntary transfer process consists of two components:

- the employee's submission of the transfer request* by the established submission window, and
- the hiring manager's submission of the personnel action form by the established selection window.

**The process for submitting the transfer request is different for pool and non-pool positions and is outlined below.*

Voluntary transfers are granted based on the staffing needs of the campus and the employee's qualifications. Certification and ESSA status must correspond to the available position at the requested campus. By transferring to another campus, a teacher will impact his/her eligibility for an evaluation waiver as applicable. Transferring to another campus may impact a teacher/coach's dual contract and coaching stipends. Transferring to another campus could affect the level of Teacher Incentive Allotment pay, if applicable.

Submitting a request for a transfer does not guarantee a transfer will be granted. During the transfer selection period, a hiring manager may screen, interview and select from the transfer requests submitted by employees interested in their campus.

Prior to offering a voluntary transfer request for a teacher or instructional professional, the receiving principal/supervisor must contact the employee's current principal/supervisor for a reference and communicate his/her intention to submit a request for transfer. The transfer may be subject to final approval by the appropriate Department of School Leadership member or the Superintendent as provided by District policy.

A transfer timeline for the submission of the transfer request and the selection of the hiring managers will be provided by Human Resources (HR) annually to campus teachers and paraprofessionals.

To be eligible to submit a voluntary transfer request, a teacher or instructional professional must:

- a. have demonstrated success on the T-TESS with no indicators recorded as "Improvement Needed" for the current year, or similar successful result if evaluated by a different instrument

- b. not be a District of Innovation (DOI) teacher or SPED Associate Teacher still working to obtain full certification.
- c. not be residing in the United States on an H-1B or J1 Visa.

Voluntary Transfer Reminders:

For voluntary transfers involving teachers and other campus instructional professionals, the following guidelines should be followed:

1. Principals may not urge, solicit or coerce employees to add their names to the transfer list.
2. Principals may not interview employees that are not on the transfer list.
3. Principals must submit the personnel action form, for an employee transfer, by the established selection window.
4. Employees will not be allowed to transfer after the established transfer selection window.

Teachers and other Campus instructional professionals recommended for a transfer involving a promotion will be able to transfer at the end of the semester, unless a replacement is acquired before the end of the semester. Campus instructional professionals directly impact student instruction.

Initiation of Transfers

Teacher Transfer Request Process

A teacher's request for a voluntary transfer shall be made by completing the online transfer application <https://employeeetransfer.fortbendisd.com/> during the transfer request period. Such requests must be submitted by the established submission deadline from HR.

Other Campus Instructional Professionals (Pool Position) Transfer Request Process

Teachers and Campus Instructional Professionals in pool positions who are seeking a transfer must submit a job application for the posted position. Professional instructional pool positions include teachers, and other professionals, such as CTE teacher, Fine Arts teacher, English Learning Specialist, Counselor, Librarian, College and Career Readiness Advisor, Math/Science Specialist, Dyslexia Teacher, Instructional Coach, and Math/Literacy Interventionist, and others. Pool positions are subject to change. Pool owners will provide a list of transfer-eligible pool candidates to all principals.

Transfer Guidelines for Instructional Paraprofessional Positions

Campus instructional paraprofessionals are able to apply for positions throughout the year. Applicants recommended for a transfer will be able to transfer at the end of the semester, unless a replacement is acquired before the end of the semester. Campus Instructional paraprofessionals work directly with

Assignment and Schedules Handbook

Approved
09.16.2020
Revised
01.04.2023

students. Roles include, but are not limited to, Aide Positions (Behavior Support, Bilingual, Early Education, Instructional, Kindergarten, Physical Education, Pre-K, Special Education), Educational Assistant, Intervener for Deaf-Blind, District Itinerant Substitute, Interpreter Deaf Co-op, and ISS Monitor.

Instructional paraprofessionals recommended for a transfer involving a promotion will be able to transfer at the end of the semester, unless a replacement is acquired before the end of the semester.

Transfers for All Other Campus Positions (Non-Instructional)

Employees in other campus, non-instructional, positions may apply for positions as they arise. Hiring supervisors shall contact current supervisor for a reference. A current supervisor may retain the employee for up to 30 calendar days while searching for a replacement.

All non-instructional employees recommended for a transfer involving a promotion will be able to transfer at any time during the current year. A current supervisor may retain the employee for up to 30 calendar days while searching for a replacement.

EXCESS STAFF

Excess Staff

Teachers and other staff, who are no longer needed on a specific campus as a result of a decline in projected enrollment, a program change, certification specificity, or a modification of staffing guidelines are defined as excess.

The following course of action will be followed to ensure campuses are staffed according to the District's staffing standards. Staffing standards are reviewed annually and approved by the Board.

Campuses that are overstaffed according to the approved staffing standards may satisfy the established standards through one of three methods:

1. A staff member may volunteer to relocate from a campus that is overstaffed to an understaffed campus.
2. A principal may utilize an internal reassignment through which a staff member remains on his/her campus, but is reassigned from the current teaching assignment to the course, department, or grade level with the vacancy, pending appropriate certification and Every Student Succeeds Act (ESSA) requirements.
3. The Department of School Leadership (DSL) shall collaborate with Human Resources (HR) and the campus principal to identify and reassign a teacher from an overstaffed campus to an understaffed campus.

A teacher or employee with current performance concerns will not be considered for reassignment to another campus unless approved by the Superintendent or designee.

Reassignment(s) involving high needs areas, including but not limited to bilingual, Title 1, Special Education, EDGE, Early Learning Centers (ELC), campuses deemed improvement required, and campuses with a rating of "F" are not allowed without prior approval from the Department of School Leadership or program director.

Seniority

Seniority is defined as continuous uninterrupted service with the District in a professional position. Continuous service includes all district professional service in the current role. Substitute, Extended Learning service, and other part-time or temporary positions are not included in this calculation.

For example, a first year counselor at a campus with 20 years continuous district service in the roles of teacher and campus specialist, has less seniority than a counselor with 5 years of service in the district.

For example, a 5th grade teacher at a campus has 3 years of experience teaching 3rd grade at another campus in the district. This teacher has more seniority than a 5th grade teacher who has been at the

campus for two years and no prior district teaching experience. Both teachers have seniority over a 10 year veteran teacher at the campus who exited the District and recently returned this school year. When a former employee returns to the district their years of seniority start over. Years of seniority is different that years of service in the district.

Voluntary Reassignment Due to Decrease in Enrollment

The principal of an overstaffed campus surveys whether a teacher of the grade level, department, or course affected volunteers to be reassigned to a different campus that is understaffed.

In recommending a teacher for voluntary reassignment, the principal must consider the following criteria:

- a. The teacher must advise the principal in writing by sending an email communicating the desire of reassignment. Principals should not urge, solicit, or coerce teachers to become volunteers for reassignment.
- b. Any teacher requesting a voluntary reassignment must have demonstrated success on the T-TESS with no indicators recorded as “improvement needed” during the current year.
- c. Any teacher employed on an H-1B or J1 Visa will not be considered for reassignment.
- d. In the case of multiple volunteers from an impacted area, the first teacher who volunteers and emails a written request to the principal will have priority for reassignment.

A Teacher voluntarily requesting a reassignment is different than a teacher requesting a voluntary transfer through the transfer process. A teacher who submits a voluntary transfer should not be considered as automatically requesting to a voluntary reassignment.

Elementary Schools – Reassignment Prior to the Start of Teacher Work Calendar

<u>Step</u>	<u>Procedure</u>
I	Campus Principal identifies any teacher/s (PK-5) who volunteer to be reassigned. If there are no volunteers, proceed to Step II.
II	Campus Principal determines the teacher on the campus (PK –5) affected whom has the least seniority in the District based on uninterrupted service.

If the teacher determined to be excess based on procedures outlined in numbers I-II is currently in a stipend-based role, he/she may be bypassed and the principal will go to the next teacher.

In all instances where two or more teachers have the same seniority based on uninterrupted service (when number of years of experience will subject those teachers to transfer or reassignment), the date and time of the electronic requisition to hire or personnel action change form is submitted to HR shall become a primary factor in the decisions as to who shall be reassigned or transferred.

Elementary Schools – Reassignment After the Start of Teacher Work Calendar

<u>Step</u>	<u>Procedure</u>
I	Campus Principal identifies any teacher/s, in the affected grade level, who volunteer to be reassigned. If there are no volunteers, proceed to Step II.
II	Campus Principal determines the teacher on the grade level affected whom has the least seniority in the District based on uninterrupted service.

If the teacher determined to be excess based on procedures outlined in numbers I-II is currently in stipend-based role, he/she may be bypassed, and the principal will go to the next teacher.

In all instances where two or more teachers have the same seniority based on uninterrupted service (when number of years of experience will subject those teachers to reassignment), the date and time of the electronic requisition to hire or personnel action change form is submitted to HR shall become a primary factor in the decisions as to who shall be reassigned.

Secondary Schools – Reassignment Prior to or After the Start of Teacher Work Calendar

<u>Step</u>	<u>Procedure</u>
I	Campus Principal identifies any teacher(s), in the affected grade level or content area, who volunteer to be reassigned. If there are no volunteers, proceed to Step II.
II	Campus Principal determines the teacher(s) in the affected grade level, or content area whom has the least seniority in the District based on uninterrupted service.

If the teacher determined to be excess based on procedures outlined in numbers I-II is currently in a stipend-based role, including but not limited to department chair, or sponsor of a student organization, he/she may be bypassed and the principal will go to the next teacher. A teacher/coach on a dual contract must be bypassed unless approved by the Department of School Leadership.

In all instances where two or more teachers have the same seniority based on uninterrupted service (when number of years of experience will subject those teachers to reassignment), the date and time of the electronic requisition to hire or personnel action form submitted to HR shall become a primary factor in the decisions as to who shall be reassigned.

Notice of Excess

It is the obligation of the supervisor to give notice to a staff member who is declared excess on a campus and give notice that their name has been placed on the District's excess list. Human Resources, in collaboration with Department School Leadership, will determine the timeline in which notice is given to excess employee(s).

Return of Excess Teacher Pull-Back

If a campus identifies staff as excess due to a decrease in projected enrollment, and a vacancy is established after this identification, the campus must offer the teacher a pull-back (the opportunity to return to the campus.) A pull-back will be offered in the reverse order, with seniority given to the hire date in the District and required certification to fill the current vacancy. The teacher may agree to return to the campus or remain in the reassigned position. All pull-backs must be offered by the last workday for the position for the current school year.

OPENING A NEW SCHOOL

Staffing a New School

Specific Guidelines will be used when opening new campuses.

New campuses in the District are staffed using a combination of existing personnel and new employees to the District. The viability of all campuses is ensured when the quality of staff on each campus is maximized. All personnel are employed subject to assignment and/or reassignment by the Superintendent or designee. The assignment shall be based on the needs of the District.

The following will apply:

1. District-level administrative personnel have a dual responsibility in staffing new campuses. They are responsible for assisting new campus principals in maximizing the quality of their staff while at the same time ensuring that existing campuses retain their own high quality of personnel.
2. A current principal named as principal of a new elementary, middle, or high school is limited to taking no more than 20% of his/her current overall staff, as well as no more than 20% of each individual departmental or grade-level staff. Exceptions to this must be approved by the Superintendent or designee but may not exceed the overall cap of 20%.
3. Prior to recommending staff for Athletics, Fine Arts, Special Education, Career and Technology, special programs, or other pool positions identified by the District, the new principal must work with District level administrators responsible for such programs.
4. Areas of administration/support will be categorized as a team. This area will include assistant principals, counselors, nurse, campus compliance coordinator, and campus assessment coordinator. At the elementary level, the following groups will be considered a team: outclass teachers, special education, and academic support (Title, ESL, etc.)
5. Approximately 35% of the professional staff hired to a new campus should be teachers new to the District selected by the principal. Approximately 65% of the professional staff will be selected through the regular voluntary transfer or excess list process.
6. Exceptions to the above guidelines must be approved by the Superintendent or designee.

WORK SCHEDULES

Work Schedules

Professional employees are exempt from the overtime and related provisions under the Fair Labor Standards Act. Compensation is based on the professional duties and responsibilities required of the position and not on any time variable associated with the performance of those duties.