

Implementation Procedures

**FALL SURPLUSING PROVISIONS AT
THE ELEMENTARY LEVEL
SECTIONS 10.4 AND 10.6**

Because the Procedural Agreement contains very general language related to surplussing 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 elementary teachers after the start of the school year.

General Principles: Implementation of Involuntary Transfer (“Surplussing”) is founded upon the following principles:

- A. Sections 10.4.C and 10.6 are the basis for surplussing 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.
- C. The creation of additional traveling teachers will be avoided, if possible.
- D. Non-continuing contract (NCC) staff will be surplussed before continuing contract (CC) staff. In instances where there is more than one NCC employee in the building, the employee with the least prior contracted service to the District will be surplussed. If this service is equal, the last one to be hired will be surplussed.
- E. Regular staffing practices will continue to the extent they “square” with these principles and guidelines:
 - 1. Non-continuing contract (NCC) positions will be matched to their respective leaves within buildings.
 - 2. Employees returning from leave will be placed back in the buildings from which they took leave (unless extenuating circumstances dictate otherwise).
 - 3. Surplussed CCs will be placed into CC vacancies, unless there are insufficient CC vacancies; NCCs will be placed into NCC positions to the extent possible.

4. Surplussed employees have, for the duration of the school year involved, the first right to return to vacancies for which they are qualified in the building from which they were surplussed.

Surplussing Staff: Surplussing occurs only among teachers who are assigned to the category being reduced, in other words in 01 and 02. For classroom teachers there are four distinct 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, K-6.*

1. Volunteers will be requested first; if none then
2. The least senior 1.0 FTE NCC teacher is surplussed; if none then
3. The least senior 1.0 FTE CC teacher is surplussed.

B. *The need to surplus less than 1.0 FTE teacher, any grade level, K-6*

1. Volunteers will be requested first; if none, then
2. The least senior NCC teacher with an assignment FTE matching the FTE to be surplussed is surplussed; if none, then
3. The least senior CC teacher with an assignment FTE matching the FTE to be surplussed is surplussed; if none, then
4. The least senior NCC teacher is surplussed; if none, then
5. The least senior CC teacher is surplussed.

Assigning Surplussed 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
3. Voluntary NCCs
4. Involuntary NCCs

Please contact the Certificated HR Director or EEA President if you have any questions.