

Implementation Procedures

Assigning FTE to a Less Than-1.0 FTE Employee

These procedures apply to the assignment (rather than posting) of additional FTE to a less than 1.0 FTE employee at any time during the school year or for the succeeding school year including when positions are exempt from voluntary transfer. In these circumstances, continuing FTE can only be assigned to continuing contracted employees. Non-continuing FTE can be assigned either to continuing contracted or non-continuing contracted employees.

1. If a less than .5 FTE vacancy occurs during the voluntary transfer period, it will be exempt from transfer and it will not be added into the calculations of the vacancy-transfer cycle.
2. The decision to not post a less than .5 FTE position must be made using the building's Draft 5 decision-making process.
3. Once this decision is made, the less than .5 FTE position may be assigned to a less than 1.0 FTE employee.
4. The assignment of additional FTE may NOT cause that employee's FTE to exceed 1.0 FTE.
5. The less than .5 FTE position must be offered to all eligible staff assigned to the building.
6. Eligible is defined as both: qualified (categories and endorsements) and eligible (available and FTE fit).
7. If more than one qualified and eligible person applies, the building hiring process will be used to select the person who transfers.
8. If no eligible building employee accepts the position, assignment of the additional FTE may be made to an eligible employee in the district.

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