

# **Placement of FEA Excessed Employees School Year 2020-2021**

Employees will be identified excessed based on the official, school-level staffing document for their assigned school under existing procedures.

The District Placement process in Phase 1 will be conducted at each District Superintendent Office (DSO). (HQ) Human Resources (HR) will conduct the placement process beginning with the Area Placement Process in Phase 1 through Phase 4.

## **Requirements:**

1. Eligible excess employees may list, in priority order, the teaching categories for which they are qualified and wish consideration.
2. Placements will be made in the following order: Current District, Current Area, and World-wide (When referenced means all FEA represented schools). Geographical preferences will be considered to the extent possible within this order of placement. Eligible excess employees may list their desired geographical preferences in priority order. Preferences may be listed in any or all of the following ways: District (e.g., Europe East), Area (e.g., Europe), country (e.g., Germany), individual school (e.g., Kinnick High School, Japan), and World-wide.
3. Excess employees in Guantanamo Bay, Cuba, will be considered as part of the Europe West District and Europe Area for placement under this program.
4. All excessed employees will be placed in permanent positions.
5. Retained pay will be granted to excess employees if applicable.
6. Information related to the procedure for requesting a waiver of transportation agreement will be included in the educator assignment letters.
7. All employees who receive a reassignment through the Excess Placement Program will be required to complete the LQA questionnaire which will be provided with their offer letter. The questionnaire must be returned along with their signed acceptance. Employees will only need to complete the sections on the questionnaire that pertain to them and all others can be left blank. The signed acceptance and questionnaire will be forwarded to the CHRA Entitlements team for review. Once the final determination has been completed, the employee will receive a copy for their records.

8. Educators will not be placed in vacancies in Cuba in phases 1- 4 unless the educator lists Cuba as a desired preference. Educators may be assigned to positions in Cuba if they remain excess after phase 4.
9. Reconsideration –
  - A. Employees may request District reconsideration if they are placed in a vacancy and teaching category for which they have never taught or requested.
  - B. An employee may request District reconsideration if they are assigned a position outside their District and a vacancy for which they are qualified becomes available within their District.
  - C. For both A and B above, below is applicable:
    1. Request for reconsideration must be submitted to HQ HR within seven (7) calendar days of being assigned a vacancy.
    2. Reconsiderations will be given until March 13, 2020.
    3. Decisions of reconsideration are at the discretion of the Agency.

10. Spouses –

- A. Both employees declared excess:
  1. Both spouses may request joint consideration.
  2. They will be ranked by the SCD of the spouse with the most service.
  3. Every effort will be made to place excess spouses within the same geographic location based on teaching categories.
- B. One employee is declared excess:
  1. The non-excess spouse **may not** be considered for placement under this program.
  2. The non-excess spouse may be granted “leave without pay” for up to one (1) school year to accompany an excess spouse to the new location.
  3. The excessed spouse is encouraged to consider locations that would provide the best opportunity for a possible opening for the spouse.

## **Excess Placement Process**

The following identifies the order to be used in the placement of excess educators in vacancies in each section of this process.

- A. Vacancy in order of prioritized teaching categories and geographical preference.
- B. Vacancy in order of prioritized teaching categories.
- C. Vacancy with category(s) not listed on application.

### **Phase 1: District Placement Vacancies**

1. Excess educators who request to remain in their current District will be ranked in SCD order and placed in positions in their current District.
2. Excess educators who do not request to remain in their current District will be ranked in reverse (lowest) SCD order and placed in positions in their current District.
3. Excess educators not placed in District will be moved to Area Placement.

### **Phase 2: Area Placement Vacancies**

4. Excess educators who request to remain in their current Area will be ranked in SCD order and placed in their current Area.
5. Excess educators who do not request to remain in their current Area will be ranked in reverse (lowest) SCD order and placed in their current Area.
6. Excess educators not placed in Area will be moved to Phase 3.

### **Phase 3: World-wide Placement Vacancies**

1. Excess educators will be ranked in SCD order and placed World-wide in order of prioritized teaching categories and geographical preference. If no position is available in their World-wide location preferences they will be considered for any available positions World-wide. (Except Cuba- See Requirements #8)

**Remaining vacancies will be returned for recruitment and possible teaching category changes to match an unplaced excess educator.**

**All new vacancies must be cleared through the Excess Placement Program and if a match is identified a placement will be made.**

2. Excess educators not placed in Phase 3 will be moved to Phase 4.

**Phase 4: Termination of Not to Exceed (NTE)**

1. Positions occupied by NTE appointments will be used to place excess educators not placed in prior Phases.

The process for placing excess educators in the positions held by NTE's will be the same as Phase 1 (District, Area, Worldwide).

- A. NTE position in order of prioritized teaching categories and geographical preference.
- B. NTE position in order of prioritized teaching categories.
- C. NTE position with category(s) not listed on application.

## **FEA Excessing Program Timeline (Placements Effective SY 2020-21)**

<b>Date</b>	<b>Responsible Official</b>	<b>Event</b>
December 2, 2019	HR Headquarters (F. King)	Staffing Documents to FEA National President
January 6-10, 2020	Principals	Review staffing documents with FRS and identify excess employees and/or vacancies
January 6, 2020	HR Headquarters (G. Harmon)	Send Early Notice Award announcement to field for distribution to employees
January 6, 2020	HR Headquarters (P. Ross)	Send District Superintendents a detailed school excessing guidance document, the FEA excessing chart and instructions for reporting excessed employees and vacancies (For distribution to principals)
January 13, 2020	Educators	Deadline to Submit ENI applications
January 15, 2020	Principals	School excessing process is completed
January 17, 2020	Principals	Submit school vacancies and excess employee names to the District Superintendent. Vacancies must be shared with the appropriate District level association/union representative
January 21, 2020	Excessed Educators	Opening date excessed educators may access excess database and submit preferences
January 21-28, 2020	District Superintendents	Conduct District excess placement
January 31, 2020	District Superintendents	Submit remaining vacancies, list of verified NTE's and lists of placed/remaining excess educators to DoDEA HR
January 31 – February 3, 2020	HR Headquarters	Enter vacancies in IDB
February 4, 2020	Educators	Closing date excess educators may access database and submit preferences
February 5 – 7, 2020	HR Headquarters (P. Ross)	Conduct Excess Placement of educators using vacancies and NTE positions
February 10 – 12, 2020	HR Headquarters	Notifies excessed employees of placements for SY 2020-21