

On Behalf of Human Resource Services Division

**Certificated Staffing for 2022-23
January 2022**

This communication provides important information pertaining to the certificated staffing timeline and process. The following will be discussed:

- Certificated Staffing Timeline
- Guideline for conducting the staffing reduction (excess) process

Certificated Staffing Timeline:

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| Feb 22-March 4 | Staffing Forms are due when you hold your SBB Finalization Meeting. |
| May 2 | Post and Bid Opens |
| May 11 | Post and Bid Closes |
| May 23 | Principals receive lists of eligible bidders from HR and begin the selection process. Principals send confirmation of assignment to candidates selected via email <u>after</u> employees have accepted the assignments. |
| June 3 | <u>Post and Bid selections DUE</u> . Principals input selections in PeopleSoft by 5:00 PM. *** NOTE: Post and bid assignments without selections in PeopleSoft by 5:00 PM will be staffed by HR per the contract. |
| June 10-17 | Excess and Unassigned staff are placed using process in Article 12.7.3.4. |
| June 24 | HR sends Post and Bid Selection/Assignment letter to candidates selected through Post and Bid |
| June 20- July 31 | HR staffs remaining vacancies |

How will excess and vacancy information be collected from sites?

For contractual purposes, a form must still be completed and signed by the site SDEA rep. You can access the online form here: <https://forms.gle/T1PykCdYWEqh6u7i6>

You must sign-in using your sandi.net email address.

Excess/Reduction in Staff

Please use this as a guide when working with staff to determine who is to be excessed due to the elimination or reduction of positions. Below are some key concepts to keep in mind as you complete the staffing adjustment and reduction process.

Reference Article 12 of the SDEA Contract, Section 12.7.3: Reduction of Staff and Section 12.7.4: Indispensable Services.

- 1st Identify the position that is no longer funded or that has been reduced for 2021-22.
- 2nd Identify staff impacted due to the reduction. If there is a reduction in your site's allocation, the least senior teacher in the impacted job classification, grade span (TK-3 or 4-5), or subject area would be excessed.
- 3rd Seek volunteer(s). Staff may volunteer to be excessed **ONLY** if the staffing reduction impacts the position they currently hold. If there are no volunteers, proceed to step 4.

Example: A PE teacher cannot choose to voluntarily excess themselves if there is not a need to reduce a PE position at the site.

- 4th Identify who will be excessed (Section 12.7.3 and 4 of the SDEA Contract)
- Determine if the person impacted has bumping rights due to recency of experience.
 - Determine if the person impacted is protected from reduction due to an indispensable service he/she is providing to the site.
- 5th Meet with impacted staff in a confidential environment to inform and engage them in the reduction process.
All staff reduced (excessed) from a site will be afforded priority consideration (reference SDEA Contract Section 12.1.10: Priority Consideration) during the May Post and Bid.
- 6th Inform your site representative about the excess and vacancy information by forwarding the email you receive from the HR google form to your site SDEA representative. When forwarding the email, cut and paste this message:
Dear NAME,
Please review the attached excess and vacancy form for SCHOOL NAME. Once you have reviewed the information, please complete this Excess Confirmation Form. The information is shared with SDEA as part of our shared interest in maintaining transparency of the excess and staffing process.
Sincerely, NAME
If you do not have a representative the Human Resource Services Division will share the required excess and vacancy response with SDEA.

IMPORTANT:

- Do not list visiting teachers or teachers who are on a temporary contract (Leave Replacement Contract, ROP Contract) as excessed.

Please complete [the excess and vacancy form](#) by Friday, March 4 at 5:00 p.m.

Questions regarding staffing reduction process may be referred to your assigned Human Resources Service Team:

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| Area 1 | Mary Wager (619) 725- 7409; mwager@sandi.net | Jessica Edney (619) 725-8109 |
| Area 6 | Josue Diaz (619) 725-8062; jdiaz6@sandi.net | jedney@sandi.net |
| Area 2 | Ryan Leighty (619) 725-7258; rleighty@sandi.net | |
| Area 3 | Ann Cato (619) 725-8070; acato@sandi.net | |
| Area 5 | Stephanie Kennedy (619) 725-8065; skennedy1@sandi.net | Cecy Galvez (619) 725-8105 |
| Area 4 | Cara Marshall (619) 725-7239; cramsey@sandi.net | cgalvez@sandi.net |