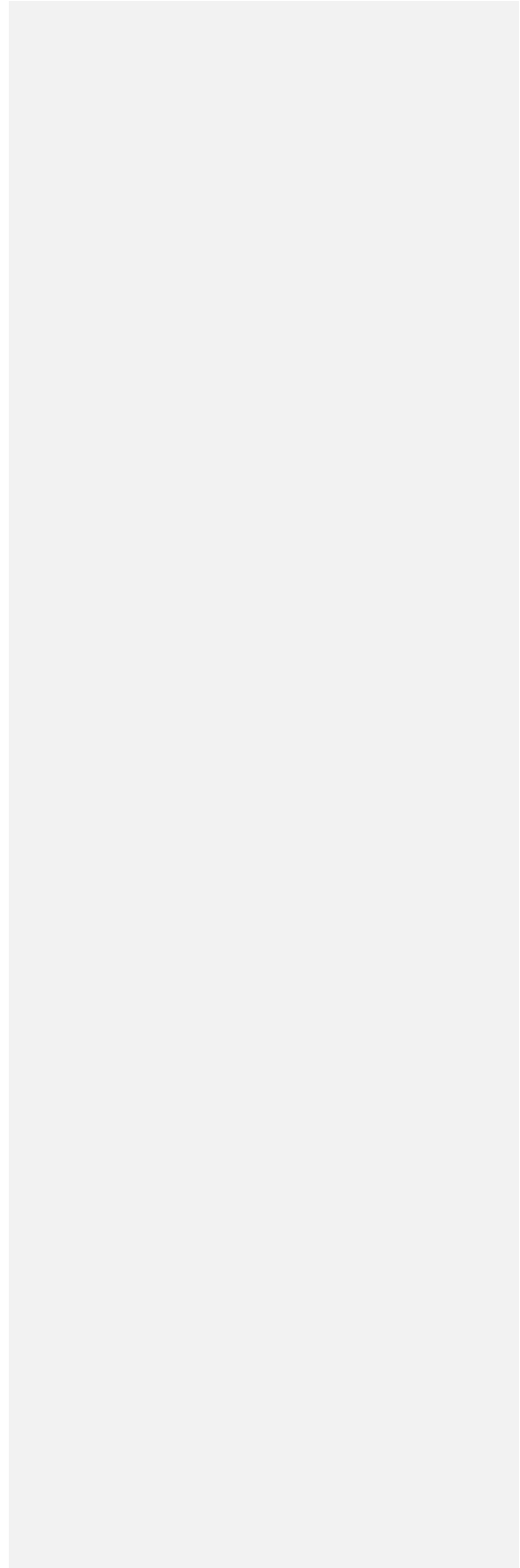


Sacramento City Unified School District  
~~Initial Proposal to~~  
~~Sacramento City Teachers Association~~  
Counterproposal

April 20May 2









identified. Such notification shall consist of written notice mailed to address of record and an e mail to the work address.

Surplusing may occur for the following reasons:

- a. Over staffing at school sites (Surplus Personnel).
- b. Reduced funding in special programs.
- c. The termination of an LTA position or special funded position for a regular permanent teacher who has no immediate return rights to a position, classification or a designated position.

8.4.2 Before declaring anyone surplus, it shall be determined if there is a volunteer with the proper credential in the area being surplusd who is teaching in that area and who is willing to accept surplus status. Written and email notification shall be sent to all affected staff requesting any volunteers prior to the least senior teacher being identified by the Human Resources Office. If more than one teacher volunteers for surplus, the most senior volunteer shall be selected.

8.4.2.1 Teachers who are projected to teach in year-round schools may voluntarily declare themselves surplus at that school for the following school year if the declaration is placed in writing to the site administrator by February 1st. Such persons shall then be treated as all other involuntary surplus persons.

8.4.2.1.1 Teachers must declare their intention to self-surplus by March 15<sup>th</sup>. With the exception of teachers who have self-surplussed within the previous three (3) school years, or a teacher who is cure (3 to self

- 8.4.8 Within a four-year period, teachers who have been declared surplus from a regular position shall have preference in returning to the school from which they have been surplus. Teachers may complete the application any time during the four (4) year period commencing on their involuntary surplus date (July 1).
- 8.4.9 **Surplussing of Counselors:** The following procedures shall be used except where in conflict with compelling reasons. However, these provisions do not apply to declaration of surplus staff at a school and an involuntary transfer where the total number of District positions has not been reduced. This provision would apply only if the total number of counseling positions have been reduced.
- 8.4.9.1 When the number of elementary counselor positions is reduced in a non-lay off situation (school closure, consolidation, or overstaffing), the least senior elementary counselor(s) who is/are credentialed and experienced as a classroom teacher will be declared surplus and placed in the surplus teacher pool.
- 8.4.9.1.1 If the surplus elementary counselor is credentialed and experienced at the secondary level he/she may choose to be compared on the basis of seniority with secondary counselors.
- 8.4.9.2 When the number of secondary school counselor positions is reduced in a non-layoff situation (school closure, consolidation, or overstaffing), the least senior secondary counselor(s) who is/are credentialed and experienced as a classroom teacher will be placed in the surplus teacher pool. The vacancy(ies) created will be filled by the more senior counselor(s) unassigned as a result of the surplus.
- 8.4.9.2.1 If the surplus secondary counselor is credentialed and experienced at the elementary level he/she may choose to be compared on the basis of seniority with elementary counselors.
- 8.4.9.3 **Vocational Specialists:** When the number of vocational specialist positions is reduced in a non-layoff situation (school closure, consolidation, or overstaffing), the least senior vocational specialist who is credentialed as a counselor and experienced as a counselor shall replace the least senior secondary counselor who has less seniority than the vocational specialist and who is credentialed and experienced as a classroom teacher. This counselor shall then be declared surplus.
- 8.4.9.4 **Psychologists:** When the number of psychologist positions is reduced in a non-layoff situation (school closure, consolidation, or overstaffing), the least senior psychologist who is credentialed as a counselor and experienced as a counselor or classroom teacher shall replace, depending on credential and experience, the least senior elementary or secondary counselor who has less seniority than the psychologist and who is credentialed and experienced as a classroom teacher. This counselor shall then be declared surplus.
- 8.4.9.5



~~8.5.1.4 If there are only two (2) qualified applicant, both shall be referred, and the District may refer two (2) additional applicants. One (1) shall be selected and placed.~~

~~8.5.1.5 If there is only one (1) qualified applicant that applicant shall be referred, and the District may refer two (2) additional applicants. One (1) shall be selected and placed.~~

8.5.1.6 If there is no qualified ~~or additional~~ applicant, the District will hold the position for placement in the surplus process. If there is no one qualified for the positions in the surplus pool, the position shall be posted under Step 2. [District agrees](#)

8.5.1.7 After the beginning of the school year, placement in positions must be made within fifteen (15) working



- b. During the surplussing process, ~~the~~the District will host a Surplus Fair, which is an internal

Step 2 shall begin on ~~May~~ **April 11** and shall continue through ~~January 31<sup>st</sup>~~ **February 14<sup>th</sup>**. Candidates may include all qualified in and out of District applicants, ~~except full 1.0 FTE probationary employees.~~

8.5.4.1 ~~During this step 2, a maximum of seven-ten (107) persons from among the qualified applicants for any position shall be referred to the site or unit administrator for selection. Up to three (3) of the referred applicants shall be those with the greatest seniority among the qualified applicants, if three or more qualified represented employees apply. If one or more qualified substitutes apply, at least one (1) shall be referred. The remaining referred applicants may be referred from any source. During this step, internal and external applicants may be referred.~~

Selection from among the candidates shall be made by the District/principal or designee(s), based on and following the recommendation from the interview panel. The interview panel or designee(s) shall include:

- a. The principal or designee;
- b. bargaining-unit member(s), from the school site, selected by the bargaining unit staff assigned at the school site; priority shall be to include grade level and/or subject area, where applicable.
- c. At newly opened sites, SCTA will appoint panel members.
- d. Other participants mutually-agreed upon by the principal and SCTA-representatives on the committee.

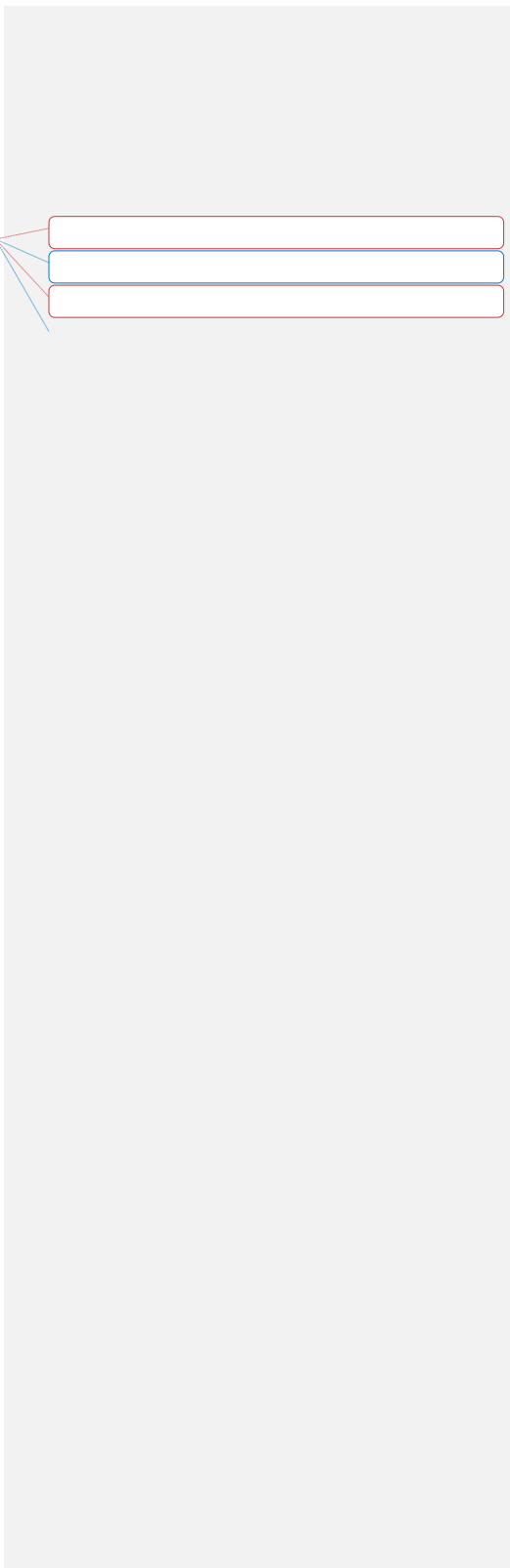
One of the referred applicants shall be selected and placed within ten (10) working days following the final posting date of the position. All referred applicants who interviewed will be notified in writing, by phone or by email the results of their interview.

8.5.4.2 If there are less than two (2) qualified applicants, the site administrator may request a relisting-

8.5.4.2.1 The parties intend that long-term substitute teachers assigned authorized, permanent, positions because regular credentialed teachers are not available for these positions will remain in the assignment until the end of the school year or until the employee is terminated. The position will then be posted for the following year. For the purposes of this provision, long-term substitute means:

- a. employees who are provided a contract indicating their status;
- b. the contract indicates the fringe benefits provided in conformance with this collective bargaining agreement;
- c. the employee is authorized pursuant to law to serve in the position;
- d. the employee may be terminated at any time pursuant to Education Code section 44953 or 44954. The District and SCTA will consult regarding providing special help or support for these teachers.
- e. The district will provide opportunity for interested and qualified substitute teachers to receive their Emergency Career Substitute Permit pursuant to applicable or CTC guidelines which currently require the district to provide a statement of endorsement, access to trainings regularly provided to teachers during the school year, and request the permit for qualified teachers who submit a completed application packet to the district. [District agrees as modified]

8.5.4.3 If a clear, open and vacant position is filled during this step by a permanent District teacher or qualified applicant, the position shall be classified as a regular position.



8.5.4.4 All surplus~~ed~~ contracted teachers who do not have an assignment by ~~August~~ July 1 may be placed directly. ~~At the time of such placement, should there be two or more positions for which such teachers qualify, the teachers shall choose from among the positions on a seniority basis.~~ [District agrees]

8.5.4.5 ~~Positions that become vacant after January 15<sup>th</sup> and filled subsequently for the remainder of that school year shall be designated as limited term assignments and become available during Step 1 for the following school year.~~

8.5.4.5.1 Notwithstanding, Child Development teachers may be placed year-round as regular assignments in clear, open, and vacant positions-

8.5.4.6 Selection from among the candidates shall be made by the District/principal or designee(s), based on and following the recommendation from the interview panel. The interview panel or designee(s) shall include:

- a. The principal or designee;
- b. bargaining-unit member(s), from the school site, selected by the bargaining unit staff assigned at the school site; priority shall be to include grade level and/or subject area, where applicable.
- c. At newly opened sites, SCTA will appoint panel members.
- d. Other participants mutually-agreed upon by the principal and SCTA-representatives on the committee.

8.5.5 ~~Upon the request of SCTA, the district will meet to discuss with SCTA with potential changes to the Early Learning and Care programs, classes, locations, hours, etc. no later than March 1<sup>st</sup>. The Early Learning and Care programs surplus process will take place no later than May 1<sup>st</sup> unless a timeline extension is mutually agreed upon. [District agrees as modified].~~

8.5.6 ~~Upon the request of SCTA, the district will provide SCTA with proposed changes to Special Education programs, classes, locations, etc. no later than April 1<sup>st</sup>. The special education change of assignment process will occur not later than May 1st unless a timeline extension is mutually agreed upon. [District agrees as modified]~~

**8.6 INTRADISTRICT EXCHANGE**

8.6.1 Should two (2) or more teachers desire to exchange positions on a temporary basis, said teachers shall be responsible for making all of the arrangements. Such arrangements shall be reduced to writing and shall include the following:

- a. The name of the teacher(s) involved.
- b. The subject areas the teachers are qualified to teach.
- c. The written approval of the site administrators.
- d. The written approval of the Human Resources Office.
- e. All arrangements must be completed at least 30 days before the exchange is to occur.

8.6.2 Such an intra-district exchange shall be limited to a duration of one (1) school year and can be effected only once in four (4) years.

**8.7 ADMINISTRATIVE TRANSFERS**

8.7.1 Transfers necessitated as a result of a substandard performance or other problems encountered by an employee, shall be recommended to the superintendent and Board of Education by the Human Resources Department, upon the recommendation of staff level instructional administrators. The reasons for any recommended transfer other than for reasons of surplus shall be delineated in writing by the staff level instructional administrators and delivered to the Human Resources Office which shall provide a copy to the affected teachers. Such personnel shall be transferred into an existing vacancy in which they will be able to perform more effectively.

As soon as an administrator transfer is being considered by the Human Resources Department, but no less than thirty (30) working days from the initiation of the administrative transfer, the site administrator or Human Resources representative (only by direction of the Human Resources Department) will meet with the employee to:

- a. Inform the employee of the problem;
- b. Express reasons that an administrative transfer is being considered and what actions would lead to an administrative transfer;

Whenever possible, certificated employees will not be moved without their consent, and will be given all available options as to which site they will be moved. The parties agree that administrative transfers may be effectuated with or without employee consent.

**8.8 Creation of Working Group to Discuss Changes to Article 8 and Academic Calendar to Address Impediments, Including Timelines, to Filling Vacancies**

The District and SCTA will convene a working group to review the school calendar and Article 8, Vacancies and Transfers, to address impediments to filling vacancies and staffing our schools, and provide other recommendations related to the recruitment and retention of certificated employees in the District. This working group will be referred to as the Recruitment and Retention Committee. [District agrees](#).