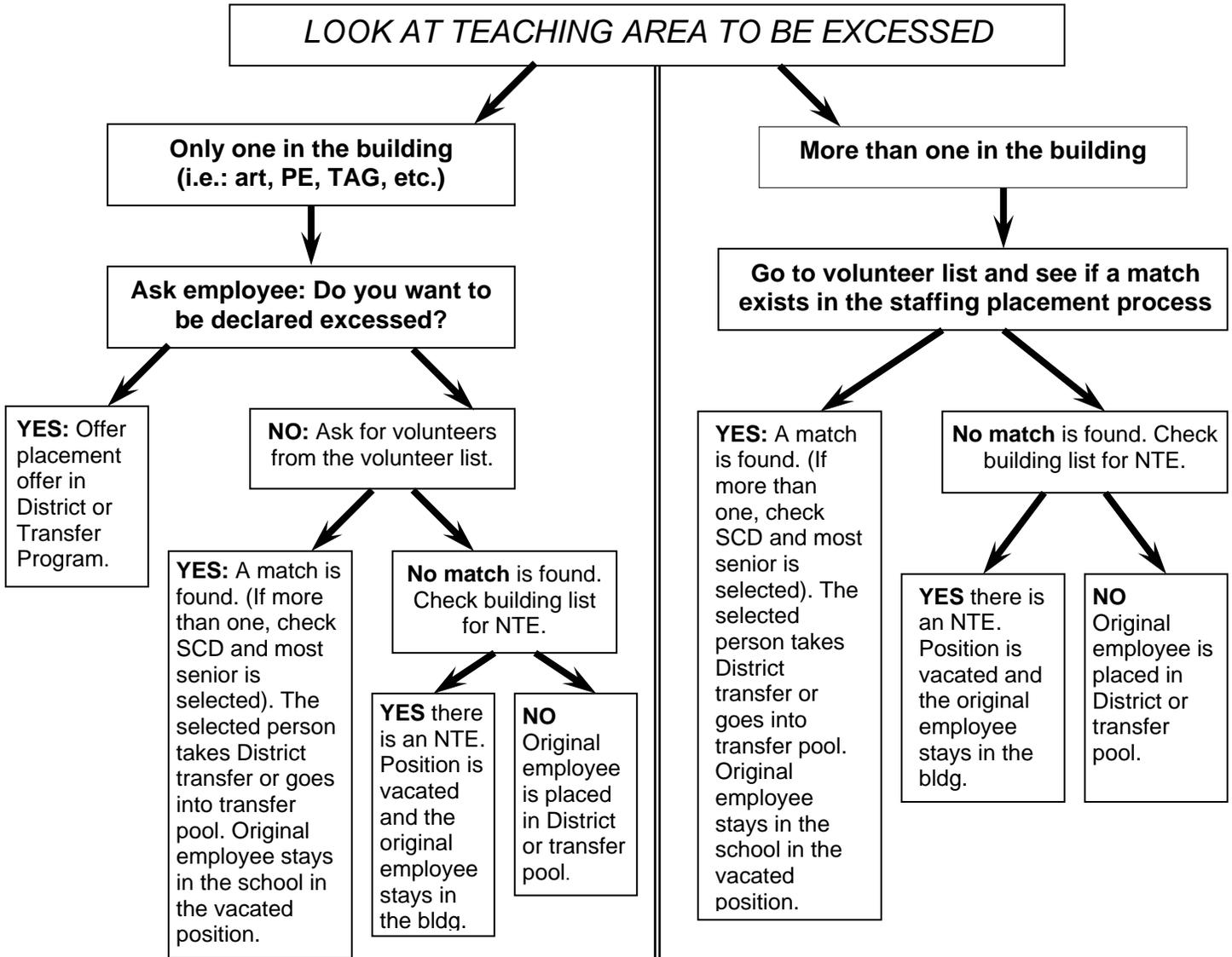


School:	Name:	Areas currently teaching:	Qualified to teach:	SCD:
		*Is there someone else with this teaching assignment? List w/ SCD.		

List:



Volunteers to be Excessed:	Current Assignment:	SCD:

NTE Names:	NTE Status:	Current Assignment:	SCD:

Note: Must have planning documents and list all of the employees in building with current assignments, areas they qualified to teach, and their SCD's.

Excessing Procedure in DoDDS Schools

If a position is declared excessed in a school building the following procedures will be followed:

1. ***The sharing of information.*** The FRS is given the staffing documents and a current list of all employees. The administrator explains how the decision was reached as to what position is excessed. The FRS can give input into this decision. The FRS also has the right to see the certification areas of all employees along with their service computation date (SCD) in order to ensure a fair process.
2. ***Excessed person is the only one in that position in the school.*** If there is only one person in that position (i.e. a TAG position, an ESL teacher, a PE teacher) in a building then the person has the right of first refusal. They state if they wish to be declared excessed. If they do, then they are offered a job within the district if one is available. If none is available or they decline the district position, they are placed in the worldwide transfer program.
3. ***Excessed position is occupied by more than one person in the school or the person wishes not be excessed.*** If the excessed position is currently served by more than one person (or by one person who wishes not to be declared excessed), volunteers are sought. The administration must ask ALL staff members if they wish to be declared excessed.
4. ***Using the volunteers.*** One looks at the list of volunteers and arranges them in order by service computation date, with the oldest SCD on top. Then the question is asked: If this person is moved out can the person who is in the originally excessed position take over the job? If so, the volunteer goes and the originally excessed person stays. One continues down the volunteer list until a match is found. The volunteer is offered any available position in the district or is placed in the worldwide transfer program.
5. ***Using NTE's.*** If there are no volunteer matches, then the school must look at first-year NTE's. These are arranged by SCD, with person with the most recent hire date on top. The question is asked: If this person is moved out, can the person who is in the originally excessed position take over the job? If so, the NTE goes, and the originally excessed person stays. One continues down the list until a match is found.
6. ***Final decision.*** If there are no matches through volunteers or first-year NTE's, then the person who was originally noted as excessed is offered a position in the district, if one is available. If none is available, or the slot is declined by the employee, the employee is placed in the worldwide transfer program.