

Placement of FEA Excessed Employees School Year 2019-2020

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

Employees Eligible to Apply for VERA/VSIP:

All permanent school-level educators are eligible to apply for VERA/VSIP (herein referred to VERA/VSIP applicants). This includes eligible employees who are declared excess to the needs of their school or who are declared excess because of a school closure. VERA/VSIP applications will be considered in the following priority:

1. Permanent school level educators that are identified as excess.
2. Permanent school level educators occupying positions that if vacated would clearly result in the placement of an excess permanent school level educator.

Requirements:

1. Eligible employees who are declared excess will be offered a VERA/VSIP which can be accepted or declined. If declined, eligible excess employees will be considered in District Phase 2 placement described below.
2. Eligible employees who are not excess and apply for a VERA/VSIP will be ranked in the order of their Service Computation Date (SCD). In the event more than one employee has the same SCD the lowest number of the employee ID number will be used as a tie breaker.
3. All educators will be notified of their teaching category/categories for SY 2019/2020. Should there be a change in the teaching category for the educator's SY 2019/2020 assignment, the VERA/VSIP applicant will be matched to that new assignment. No more than two teaching categories may be used for the match. DoDEA HR will verify the non-excess educators VERA/VSIP teaching categories listed on the VERA/VSIP application with the Principal to ensure the appropriate teaching categories for SY 2019/2020 are listed. Each Principal must notify the VERA/VSIP applicant of any changes in teaching categories from what the educator had listed on their VERA/VSIP application before Phase 4 of the Excess Placement Process begins.
4. Eligible excess employees may list, in priority order, the teaching categories for which they are qualified and wish consideration.

5. 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), and individual school (e.g., Kinnick High School, Japan), World-wide.
6. Excess employees in Guantanamo Bay, Cuba, will be considered as part of the Europe West District and Europe Area for placement under this program.
7. All excessed employees will be placed in permanent positions.
8. Retained pay will be granted to excess employees if applicable.
9. Information related to the procedure for requesting a waiver of transportation agreement will be included in the educator assignment letters.
10. Cuba- Educators will not be placed in vacancies in Cuba in phases 2-5 unless the educator lists Cuba as a desired preference. Educators may be assigned to positions in Cuba if they remain excess after phase 5.
11. 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, as long as the position assigned outside their District was not related to an Agency approved VERA/VSIP.
 - C. For both A and B above, below is applicable:
 1. Employees are not eligible if vacancies assigned were related to an Agency approved VERA/VSIP.
 2. Request for reconsideration must be submitted to HQ HR within seven (7) calendar days of being assigned a vacancy.
 3. Reconsiderations will be given until April 26, 2019.
 4. Decisions of reconsideration are at the discretion of the Agency.

12. 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

Phase 1: VERA/VSIP Approval

1. All eligible excess employees will be offered VERA/VSIP first. No further placement consideration will be given to those who accept a VERA/VSIP offer.
2. Those who decline the VERA/VSIP offer will move to the Excess Placement Round.

Phase 2: Vacancies and NTE

The following identifies the order to be used in the placement of excess educators in vacancies or positions in each Phase 2 section of this process.

- A. Vacancy in order of prioritized teaching categories and geographical preference.
- B. Vacancy in order of prioritized teaching categories.
- C. NTE position in order of prioritized teaching categories and geographical preference.
- D. NTE position in order of prioritized teaching categories.
- E. Vacancy with category(s) not listed on application, first for geographical preferences
- F. NTE position with category(s) not listed on application, first for geographical preferences

District Placement

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.

Area Placement

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 #10).

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: VERA/VSIP Match

1. Additional VERA/VSIP's may be offered to educators occupying positions that if vacated would result in the placement of a remaining excess educator after Phases 1-3 above.

2. If additional VERA/VSIP offers are made, they will be offered in relation to the location of the remaining excess educators using SCD:
 - A. School/Complex
 - B. District
 - C. Area
 - D. World-wide

3. Excess educators not placed in Phase 4 will be moved to Phase 5.

Phase 5: Termination of Not to Exceed (NTE)

1. Excess educators who remain will be ranked and considered in highest SCD order.
2. Positions occupied by NTE appointments will be used to place excess educators not placed in prior Phases.
3. NTE's will be ranked in reverse (lowest) SCD order for matching positions to excess educators for any teaching categories for which the excess educator is qualified.

**FEA Excessing Program Timeline
(Placements Effective SY 2019-20)**

Date	Responsible Official	Event
January 7-8, 2019	Superintendents	Send Staffing Documents to Community Superintends and/or Principals
January 8, 2019	HR Headquarters (F. King)	Sends Staffing Documents to FEA and OFT National Presidents
January 8-17, 2019	Principals	Review staffing documents with FRS and identify excess employees and/or vacancies
January 10, 2019	HR Headquarters (C. Megee)	Send VERA/VSIP and Early Notices to field for distribution to employees
January 10, 2019	HR Headquarters (F. King)	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 22, 2019	Principals	School excessing process is completed
January 23, 2019	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 24, 2019	District Superintendents	Submit vacancies and names of excess educators to HR Headquarters (P. Ross)
January 23-31, 2019	HR Headquarters	Enter vacancies in IDB
February 1, 2019	Educators	Educator deadline to submit VERA, VSIP & ENI applications
February 4-15, 2019	HR Headquarters	Enter vacancies created from ENI submissions in IDB
February 11, 2019	HR Headquarters	Verify teaching categories for SY 19/20 for non-excess educators who requested VERA/VSIP
February 19, 2019	HR Headquarters	Offer letters sent to excessed employees who requested VERA and or VSIP and are eligible

February 19, 2019	Educators	Opening date excessed educators may access excess database and submit preferences
February 22, 2019	Educators	Deadline for excessed educators to accept VERA/VSIP offers
February 25, 2019	HR Headquarters	Review: 1. # of VERA and VSIP acceptances 2. # of remaining excessed employees 3. # of vacancies 4. # of educators that have pending VERA and or VSIP request 5. # NTE's positions available Determine if it's realistic to place all remaining excessed employees with excessing process.
IF NO, stop excessing process and start RIF procedure.	"ALL"	Do not offer or place any employees in vacancies if RIF procedure are implemented. Assignments made under the RIF procedure are a different process.
March 1, 2019	Excessed Educators	Closing date excessed educators may access excess database and submit preferences
March 4-12, 2019	HR Headquarters (P. Ross)	Conduct Excess Placement of educators using vacancies and NTE positions
March 13-29, 2019	HR Headquarters (P. Ross)	VERA/VSIP 1-1 process in effort to place remaining excessed employees
April, 2019	HR Headquarters	Notifies excessed employees of placements for SY 2019-20