

School Level Excessing Guidance Flow Chart APPENDIX A

Admin looks at manning document and determines position(s) to be excessed. Uses inverse SCD to identify excess educator(s) in their area/department/grade-level band. Admin then determines if there are vacancies in other areas to which the excessed employee(s) may be assigned. If yes, the excessed employee(s) are assigned to the vacancy, if no, continue below to positions held by NTE.

Is there a position occupied by an NTE within the school for which the excessed employee is qualified?

YES, the excessed employee is assigned the position held by the junior NTE holding a position for which the excessed employee is qualified

NO, the principal asks for volunteers within the area/department/grade-level band.

YES, the volunteer is excessed.
(For more than one volunteer, the oldest SCD is chosen).

NO, the principal asks for volunteers from the entire school.

YES, a volunteer's position can be backfilled by the designated excessed employee. (For more than one volunteer, the oldest SCD is chosen if the excessed employee is qualified to fill the volunteer's position). The volunteer is excessed.

NO, there is no volunteer, or there is no volunteer in a position that the designated excessed employee can fill. The designated excessed employee is excessed.

Placement procedures for excessed employees are outlined in the Negotiated Agreement.

Excessed Employee	Current Assignment	Certifications	SCD
NTE Employee	Current Assignment	Certifications	SCD
Volunteers	Assignment(s) for Next SY	Certifications	SCD