

**SCHOOL CONSOLIDATION
FAQ**

SECTION I: EMPLOYEE ASSIGNMENT ISSUES
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1. How soon will employees know which campus will be consolidated?

Official notification will be provided by the district and district department personnel will meet with the principals of the effected campuses. Human Resources Representatives will then meet employees at the affected campus (es) to discuss the process.

2. What will be the process for placing staff?

*All employees (classified, paraprofessional, professional, teachers, and administrative staff) are guaranteed a position within the school district. Regardless of assignment, employee's base pay will not be affected for the 08-09 school year. Human Resources is committed to placing all employees before accommodating transfer requests or placement of new hires. The process outlined in administrative procedure **D9 Assignment and Reassignment of Personnel** will be utilized.*

3. Will employees have a choice of assignment? Will employees be placed at the receiving campus to help students with the transition?

All employees will be asked to submit their selections for placement at the available receiving schools and Human Resources will make every effort to facilitate those requests based on enrollment numbers, employee certification and number of units needed. More details regarding this process will be provided at the campus based meetings.

4. Will employees be guaranteed their current position to include the hours currently working and job title?

The district's commitment is to ensure continued employment for all those affected by school consolidation and the district guarantees that no employee will receive a reduction in pay for the 08-09 school year. Assignments will be based on availability. In rare instances a comparable position may not be available and these situations will be handled on an individual basis.

5. Will employees be guaranteed the extra-duty stipend(s) associated with their current position such as the academic coordinating teacher (ACT), department chair, one-act play director, etc.

Assignments will be based on availability. Human Resources will make every effort to facilitate opportunities for placement in comparable positions, but there is no guarantee of the extra-duty stipend.

6. Will employees be guaranteed the additional pay associated with their current position such as bilingual teacher, special education positions, etc.?

The additional pay associated with a position is considered part of an employee's base pay.

7. Where will teachers be placed? Can we be moved to another school instead of the schools assigned? Do we have priority placement at schools other than the receiving schools?

The process to place teachers would be in available positions at receiving schools first and the second placement would be available positions at other district campuses.

We have asked affected employees for other campus requests to determine if there are possible openings at other preferred campuses in order to accommodate employees that cannot be placed at a receiving campus. Consolidated school personnel will generally have priority over new hires, pre-hires and transfers at all SAISD schools.

8. When will they know where they are going to be assigned?

The intent of the process is to have all personnel placed by the end of May pending availability of positions.

9. How will the District inform employees of their assignment? How can we determine if campuses other than receiving schools have available positions? Also how soon will we know about these positions?

The Human Resources Department has a form that is being requested for all affected employees to fill out. On the form, we are asking for contact information to include home phone number, cell phone, letter and e-mail. Communication will be from your assigned hiring administrator via e-mail or phone regarding available positions in the district. These available positions will be communicated to you as soon as they are verified through the Human Resources Department.

10. What if an employee is out on Family Medical Leave Act or Worker's Compensation?

The employee will be notified as other employees and placed in an appropriate assignment upon return to duty.

11. Are part-time employees also guaranteed a position on another campus?

At this time, there are no guarantees for part-time employees.

12. When and how can personnel apply to work at the girls' school and new academy?

The job announcement is posted for the girls' school or the new academy school, all employees interested in working at the girls' school or new academy may submit a letter of interest.

13. If a teacher is placed on a campus that does not meet enrollment, will they be excessed again?

No, an employee who is excess cannot be excessed again for one school year unless they volunteer to move.

14. Will staff be made aware of all vacancies throughout the District that they can pursue?

The Human Resources Department will match persons based on certification and positions available, other "optional" positions are posted on the district web site and all qualified employees may apply for consideration for a position.

15. Will custodians with day shift positions be able to keep those assignments?

Shift positions for custodians will be based on seniority within the district and availability.

16. What date will the custodians move?

Custodians at the affected schools will stay at the respective school to assist in the packing, sorting and cleaning process. This will take most of the summer. The commitment is to release custodians to their new location no later than August 1st.

17. When do you have to decide about the position offered to you? And how much time will be given to see if other openings may be available?

The assigned Human Resources administrator will be in contact with individuals regarding available positions and offers of available positions. The specific individuals will be given time to consider and either accept or refuse the offer with the underlying knowledge of time constraints in the process. An immediate answer will not be required, however we would request that employees be cognizant of the time constraints and work with their assigned Human Resources administrator.

18. If I choose to go back to a teaching position because I didn't like the options offered to me, do I have to reapply for a CIC position if one becomes available that I am interested in?

Yes, if you choose to go back to a teaching position and later become a CIC you will need to reapply.

19. Can we still apply for a position that is a promotion?

Yes, you may apply for promotional positions at any time they are posted.

20. Will seniority be taken into account for placement?

Only in the sense of order for placement at a receiving school will seniority come into account for instructional staff.

21. How can I determine where I'd like to go when I know nothing about the campuses?

You may visit the web sites of campuses, discuss various locations with your campus administrator or colleagues as well as discuss possible locations with your appropriate HR administrator.

22. Will CICs keep their years of experience and do they have preference over a CIC with less seniority?

No, the CICs will not have preference over other CICs or be able to bump other CICs. CICs will need to meet with and interview with administrators that have openings.

23. When will I be informed of what school I will be sent to?

As soon as possible, with the goal of having all personnel placement completed by May 30, 2008.

24. If you are currently teaching a grade level (for example, kinder) are you locked into teaching that grade level at the school you are moved to? Or will other position choices be available?

All personnel were given a form to complete regarding preferences. If you have a preference for an assignment different from your current assignment, please notate it on the form or let your assigned hiring administrator in Human Resources know.

25. Do I need to do anything to ensure that my Payroll Checks/Payroll Check Stubs be sent to my new campus assignment?

No, HR will inform the Payroll Dept. of your new campus assignment to ensure that you receive your payroll check/check-stub.

26. If I have previously been approved leave for a specific date during the summer or for next year, will the request be honored?

Yes, any previously approved requests will be honored.

27. If I have previously accrued compensatory time will this be honored at my new campus assignment?

Yes, compensatory time that has been previously approved and documented will be sent to your new campus assignment.

28. Will all of my leave taken and/or supplemental pay earned be reported for payment by my campus prior to my new campus assignment?

The absence reports and payroll reports will continue on the established schedule and will be completed prior to the ending date for the campus administrator.

29. Do we get an extra paid day for packing and moving?

At this time, additional funds have not been allocated for packing and moving.

30. If we prefer not to work in M.S. or H.S., will it be considered?

Yes, the form provided to employees allows for employees to inform Human Resources of work preferences. The Human Resources Department will try to accommodate all requests as feasible, however assignments will be based on certifications and qualifications.

31. Does SAISD offer early retirement?

At this time, SAISD does not offer early retirement, however you may qualify for an early retirement under TRS. You may contact TRS directly at 1-800-223-8778 to inquire about eligibility criteria for early retirement.

32. Will positions be created such as ISS or extra P.E. teachers (2 instead of 1)?

Positions will not be created unless enrollment numbers warrant additional positions.

33. If your job title changes will your pay change?

There will not be a pay change for the 08-09 school year. Pay changes will occur if needed with the 09-10 school year. See questions 4, 5 and 6 for further clarification.

34. When is the last day to sign letter of intent?

The letters of intent will be mailed out on May 1, 2008, to all current employees. The last day to submit the letter of intent will be May 15, 2008.

35. What needs to be done to inform SAISD that I am leaving?

If you intend to resign at the end of the year, you submit a letter of resignation to the Human Resources department 45 days before the start of the following school year.

36. When would my last check be mailed?

If you are leaving the district, your last check would be mailed June 30, 2008.

37. May I have my district file?

You may request a copy of your district file by submitting the request in writing to the Human Resources Department.

38. Do my sick-leave days go with me?

All accumulated leave days will continue at your new assignment. If you leave the district but continue to work in Texas the state sick leave accumulated days follow.

39. When would my benefits stop?

Benefits for employees that complete the terms of their contract or work assignment, but are leaving the district will have insurance through July 31, 2008, for campus professional positions.

40. Are we required to interview at campuses other than the receiving schools?

No, interviews will not be required for teachers and instructional assistants however we encourage visits between parties before finalizing. Leadership positions, such as CIC, secretary, assistant principals, etc., will be expected to interview in order to facilitate the best possible assignment.