

## Article II

### **Section 1. Excess and Involuntary Reassignment**

**Involuntary Reassignments:** The superintendent may reassign a teacher from one school building to another school building at his/her discretion. If requested, the teacher will be given a written statement of such reason(s).

**Posting Vacant Positions:** After the staffing process is complete and consideration of the corporation's affirmative action policy, the Office of Human Resources shall post all job vacancies to the online EVSC application website. Such posting will state the teaching assignment, required certification and extracurricular responsibilities.

The following procedure shall be followed:

Building administrators determined to have excess teachers shall:

1. Notify all building staff with the applicable license in the content area being excessed and determine if anyone volunteers to be declared excess. If more than one individual wishes to be declared excess, the administrator will consider the needs of the building and determine the excess teacher.
2. If no one volunteers to be excessed, the following criteria will be used to determine excess:
  - No "highly effective" teacher will be excessed if there is a teaching position for which the highly effective teacher is licensed to teach and is staffed by either an "effective" teacher, "improvement necessary" teacher, or an "ineffective" teacher.
  - No "effective" teacher will be excessed if there is a teaching position for which the effective teacher is licensed to teach and is staffed by either an "improvement necessary" teacher or an "ineffective" teacher.
  - No "improvement necessary" teacher will be excessed if there is a teaching position for which the "improvement necessary" teacher is licensed and is staffed by an "ineffective" teacher.
  - After the previous criteria has been applied and it is determined that two or more individuals are eligible for excess, the administrator shall consider the needs of the building and determine the excess teacher(s).
3. A teacher's evaluation rating will be determined by the completed summative evaluation for the prior school year. First year teachers' evaluation rating will be determined by the completed portion of the current school year evaluation as of February 15.
4. The Office of Human Resources will place all excess teachers in the first available position by qualifications and seniority. All excess teachers are still eligible to apply for open vacant positions in their licensure area after placement.
5. Nothing in this Article shall be interpreted to restrict the School Corporation from not renewing or canceling a teacher's contract, as otherwise permitted by law.
6. Nothing in this Article shall be interpreted to require the School Corporation to fill any teaching position which has become vacant.

## **Section 2. Eligibility and Internal Hire Procedures**

An internal hire teacher is defined as a teacher moving from one school to another to fill a position in alignment with his or her current teaching endorsement(s). If 10% of the total building faculty has accepted other district positions, the remaining faculty must receive approval from the building administrator to be eligible for internal hire. The building administrator will make every effort to provide written documentation of his/her approval or denial to the Office of Human Resources prior to the closing of the job posting. If the building administrator is unable to provide such documentation prior to the closing of the job posting, the Chief Human Resources Officer will approve or deny the request. Human Resources will notify building administrators when the number exceeds the 10% cap.

### Eligibility:

1. The term “teacher” refers to any regularly appointed certified contract employee who holds a valid Indiana teaching certificate.
2. Internal hire opportunities are only available to teachers who have received a highly effective or effective evaluation rating during their past evaluation period and are in a “continuing contract” employment status. A teacher’s status at the time of the internal hire consideration will be determined by the evaluation rating (i.e. Highly Effective, Effective, Improvement Necessary, and Ineffective) of the completed summative evaluation for the prior school year. First year teachers’ evaluation rating will be determined by the completed portion of the current school year’s evaluation on February 15. \*For the 2015-16 school year, a teacher’s eligibility to apply for open positions will be determined by the completed portion of the 2014-15 school year evaluation on February 15.
3. Teachers who are on an evaluation program for improvement or performance development plan will not be eligible to apply for open positions until the program has been successfully completed. Teachers who have been rated improvement necessary or ineffective during the previous school year are not eligible to apply for open positions.
4. Eligible teachers who have submitted their interest for an open position may be granted an interview with a building administrator. It is recommended that an administrator interview at least three (3) qualified internal candidates, if available. The selection of the candidates to be interviewed is at the sole discretion of the receiving administrator.
5. When a vacancy occurs, the internal hire request will be granted or denied based on the results of an interview as well as other factors such as professional training, experience, length of service, certification, administrative and operational needs, recommendations, evaluations, and/or other extenuating circumstances.

### Procedures:

1. Posting for vacancies eligible for internal hire will begin March 1. All job postings will remain open for a minimum of five (5) consecutive weekdays, excluding spring break, Memorial Day, and Independence Day.
2. After the closing of the job posting, Human Resources will provide the administrator a list of the qualified internal applicants. Administrators will select and contact candidates for interview.

3. Administrators will submit their recommendations along with the required forms to the Office of Human Resources for final approval and notification of the applicant. After receipt of the list of qualified internal applicants, an administrator has seven (7) weekdays, excluding spring break, Memorial Day, and Independence Day to submit the recommendation to Human Resources, unless there are extenuating circumstances.
4. Upon acceptance of an open position, the teacher forfeits the right to return to their vacated school assignment and the teacher may not apply for an open position until the next school year. Applicants who are not selected will receive written notification by Human Resources.
5. After July 1 all internal hire requests must receive approval from the sending building administrator to be eligible for internal hire. The sending building administrator will make every effort to provide written documentation of his/her approval or denial to the Office of Human Resources prior to the closing of the job posting. If the sending building administrator is unable to provide such documentation prior to the closing of the job posting, the Chief Human Resources Officer will approve or deny the request.

**Positions Which Become Vacant During The School Year:** Vacancies that occur on or after the first teacher work day in a new year, and prior to March 1, may be filled with a new regular contract teacher and would not be considered for internal hire.

1/30/15