

## **FAQ: (individual assignment)** 5.15.23

### **Who are the departmental staff?**

#### **CBA Language (Article 2, H)**

The term “district department position,” as contrasted with classroom teacher or other building positions, includes, but is not limited to:

- itinerant music, art, and P.E. specialists at the elementary level (except for the purpose of applying the provisions of Article 12 - EVALUATION);
- elementary counselors;
- speech language pathologists;
- psychologists/counselors, social workers;
- special education teachers;
- occupational and physical therapists;
- Multilanguage Learner (MLL) educators (except for the purpose of applying the provisions of Article 12 - EVALUATION);
- nurses;
- instrumental and vocal music teachers at all levels (elementary, middle, and high school) except for the purpose of applying the provisions of Article 12 – EVALUATION;
- elementary teachers of the Advanced Learning and middle school self-contained teachers of Advanced Learning (for the purposes of transfer and reassignment only);
- instructional technology curriculum developers and instructional technology curriculum leaders, instructional mentors, TPEP Coordinators

Additional roles that fall within “district department decision” include dual language teachers, teacher-librarians, MHAT counselors, BCBAs, audiologists, and other ESA or non-classroom roles.

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### **How can my building administrator provide input on my assignment?**

Building administrators give input on individuals to district departmental supervisors as staffing begins. Admin may share a wide range of feedback with supervisors, and often share their ideas for building cohesive teams.

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### **What if I am an NC educator? Will I get a draft assignment?**

Educators with a Non-Continuing contract who have received notification from HR that they will have a converted contract will be receiving a draft assignment along with their colleagues in the beginning of June.

Educators with a Non-Continuing contract who have not yet been converted may not be receiving a draft assignment. If vacancies open up, individuals will be hired into specific positions.

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## How do I give input on my assignment for next year?

In order to align departmental processes with more consistency, an input form has been created for each department to use for individuals to give input on their assignments for next year.

Each year in May your central office supervisor will send out an MS Form for you to complete. You will have 2 weeks to complete the form.

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## When and how will I know what my assignment is?

Each year, your central office supervisor will publish a draft assignment list by mid-June. People whose assignments are changing significantly (more than 50% of their caseload/workload is changing) will be communicated with directly prior to the draft being published.

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## Can my assignment change over the summer?

Yes.

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## Can my assignment change during the school year?

Yes.

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## If my assignment changes, is this an involuntary transfer?

No. If you are transferred out of your department, this is considered an involuntary transfer.

### **CBA Language (Article 2, I).**

District Departmental Employee:

**transfer:** A change from one district department to another or a change to a classroom or building position;

**reassignment:** A change to another position within the same district/department. A reassignment may include a change of responsibilities and/or work location.

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## What remedy compensation do I receive if I am reassigned within my department?

**CBA Language (Article 10, Section 6).**

Compensation and Supports

In order to move and prepare for a new position:

- a) Building employees who are involuntarily transferred, or district departmental employees who are reassigned outside the full contract work year, for the next school year, shall receive three (3) days to be paid at the project pay rate. Beginning in 2024-2025, this time shall be paid at the single rate of pay identified in Article 22.
  - b) Building employees who are involuntarily transferred, or district departmental employees who are reassigned during the full contract work year shall receive two (2) days of released time and two (2) days at the project pay rate. Beginning in 2024-2025, this time shall be paid at the single rate of pay identified in Article 22.
  - c) In cases where an employee will be teaching new curriculum, at the request of the employee, an administrator will meet with the employee to discuss and determine appropriate supports.
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**What remedy do I have if I am reassigned outside of my department?  
(Involuntary transfer)**

**CBA Language (Article 10, Section 6).**

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  - c) In cases where an employee will be teaching new curriculum, at the request of the employee, an administrator will meet with the employee to discuss and determine appropriate supports.
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**Are departmental assignments based on seniority?**

No.

**CBA Language (Article 4, Section 1.d).**

d) the right to hire, schedule, promote, demote, transfer, release, and lay off employees; and the right to suspend, and discharge employees according to state statutes and District policy, and otherwise, to maintain an orderly, effective, and efficient operation.

**CBA Language (Article 10, Section 5).**

Employees may be transferred for other reasons whenever such transfers are in the best interest of the educational program. This is also true of reassignment of district departmental staff. Prior to implementation of an involuntary transfer of building based staff or reassignment of district departmental staff, the District and the BEA will meet and discuss the circumstances of, and necessity for, the proposed transfer. The employee should be included in this discussion as soon as practicable.

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## How are assignments developed for each team and/or building?

Assignments are developed in consideration of different types of input from different departments, needs of staff, competing interests, relationships and rapport, best interest of an educational program, confidential considerations, expertise/experience.

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## Who has decision making authority on the assignments?

The central office district administration has decision making authority on the assignments.

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## Can multiple sections of the departmental reassignment language be used together?

No. Some CBA contract provisions are always applicable, such as general conditions of employment. However, provisions outlining involuntary transfer, departmental reassignment, seniority, and staff adjustments (**Articles 10, 15, and 16**) are mutually exclusive.

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## What is the difference between caseload, workload, and FTE?

**Caseload** defines a number or range of numbers of students in which an educator is responsible for overseeing.

**Workload** describes the details of time, energy, student contact, communication, meetings, among others, that depict the job duties of educators who manage a caseload.

**FTE** stands for Full Time Employment. A standard 1.0 FTE employee typically works a 40-hour work week (8-hr day, 5 days a week). Staffing of FTE is allocated centrally through the District and allotted to supervisors and administrators based on CBA target numbers.

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## When do schools learn who their department staff will be?

Historically, elementary specialists, amongst other departmental staff receive a draft assignment schedule by the beginning of June. As schedules become stable, often building principals will share news to building members about departmental staff joining or leaving the building.

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## **How are changes in assignment communicated to school buildings during the school year?**

If departmental assignment changes occur during the school year, the departmental supervisor will communicate with both the employee, as well as inform the building administrator.

### **CBA Language (Article 10, Section 6.b).**

b) Building employees who are involuntarily transferred, or district departmental employees who are reassigned during the full contract work year shall receive two (2) days of released time and two (2) days at the project pay rate. Beginning in 2024-2025, this time shall be paid at the single rate of pay identified in Article 22.

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## **My assignment seems inequitable compared to others on my team, what can I do?**

If you feel your assignment seems inequitable compared to others within the same department, start by addressing your concern with your department supervisor. Consider what supports may be needed to best do your job.

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## **Can my assignment be changed multiple years in a row?**

Yes. Within a single department, assignments may change from year to year, due to a variety of factors. The district has an interest in keeping educators in as few buildings as possible and offering a “home school” or a main location for educators who serve in multiple buildings. An involuntary transfer out of a department into the classroom setting or a different department is different than a change in an assignment.

### **CBA Language (Article 11, Section 2)**

Section 2. Reassignment The Superintendent and/or administrative staff may reassign an employee when such reassignment is deemed to be in the best interest of the District. The reassignment of an employee shall be deemed appropriate when it can be shown that such reassignment is of benefit to the district’s instructional program or program affected. An employee shall not be reassigned to a position for which their experience and/or preparation do not qualify them.

### **CBA Language (Article 10, Section 3).**

No employee transferred for any of the reasons described in this section shall be involuntarily transferred out of the building or department prior to completion of two (2) school years in that unit, so long as other employees in that building or department are available.

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## **What are my next steps if I am retiring or leaving the district?**

Those who may be retiring or leaving the district should contact Jackie Staeck in Human Resources.

**CBA Language (Article 6, Section 2).**

During the effective period of the employment contract, absent circumstances beyond the employee's control or an emergency, an employee will not be released from the obligation of the contract until the District determines a satisfactory replacement can be obtained. An employee who has signed and returned a contract for the ensuing school year shall be released from the obligation of the contract upon request under the following circumstances:

- Written notice of resignation is received in the Human Resources office on or before the last working day of June, or
  - Written notice of resignation is received in the Human Resources office after the last working day of June and when the District determines a satisfactory replacement can be obtained.
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