

### **Interview Applications Must Be Filed Online**

If you wish to apply to interview for a vacancy at another school this spring, you will be required to use the district's Peoplesoft "Employee Self Service."

You will need to apply online to each school that interests you - whether you'd like to transfer voluntarily or if you need an assignment for next year (excessed, returning from leave, or day-to-day).

### **Assistance Available**

If you need help applying online, MPS is offering drop-in sessions at the Technology Support Center, at 66th and Capitol Drive (computer lab on second floor) - on two upcoming Thursdays:

- ◆ March 4, 4:30 - 6:00 p.m.
- ◆ March 11, 5:00 - 6:00 p.m.

You may bring a flash drive with an electronic copy of your resume and letters of recommendations to attach them to your application.

### **Sign-Up Glitch**

We have learned that members who'd like to represent the MTEA at the Milwaukee Graduation Project Summit on **March 19**, have run into problems submitting their interest form at mtea.org. (The details were reported in the February 8 *Sharpener*.) If you are interested in this effort to decrease the dropout rate in MPS, please call us at 259-1990.

## **Excessing: Timeline and Key Points**

No later than Friday, February 26, principals should notify teachers who are identified for excessing at the end of the school year. The contract provisions for determining who is excessed are outlined below. The rights of excessed teachers are explained on the back.

### **Excessing by Inverse Seniority Except...**

By contract, the teacher with the least systemwide seniority should be excessed unless:

- ◆ A more senior teacher volunteers.
- ◆ A departmental need warrants an exception.

### **Departmental Need Explained**

An exception to excessing by inverse seniority should be made when necessary to keep a teacher who is licensed to teach the classes offered at a school.

For example, suppose a school is losing one teacher and the least senior teacher is the only one licensed to teach the school's MRP class. If the least senior teacher were excessed, there would be no teacher licensed for the MRP class. This departmental need would require the school to retain the least senior teacher, and instead excess the next least senior teacher.

### **On Paper, But Resolve Questions Now**

The excessing reports principals submit now may change in the months ahead. For example, excessing may not be necessary due to a teacher retiring, resigning, taking a leave, or transferring to another school. A lot can change between now and the end of the school year, and when the actual student enrollment counts are known in late September.

Even though excessing is initially an "on paper" projection for next school year, any problems or questions should be addressed right away. Excessed teachers can and should use the interview process to obtain a position at another school for 2010-11. It's important that teachers are correctly identified for excessing now - to enable them to exercise their contractual rights.

### **Contact Us for Assistance**

If there are questions about seniority or any other aspect of excessing, your school's Building Representative should contact Don Ernest of the MTEA staff at [ernestd@mtea.weac.org](mailto:ernestd@mtea.weac.org) or 259-1990. Don will assist in making certain the contract provisions on excessing are followed.

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## Contract Steps Prior to a Layoff

**If** MPS determines that a layoff is necessary, the contract requires MPS to first attempt to minimize the number of layoffs by soliciting volunteers within the certification areas affected and by granting unpaid leaves for any reason. MPS must then prepare a list of the least senior teachers in the areas identified for layoff and provide it to the MTEA five days prior to sending layoff notices. The written notice to those affected should be sent at least 30 days prior to the layoff.

In past layoffs, MPS has waited until the start of the school year. We expect similar timing if MPS decides a layoff is necessary for the coming school year.

## Expand Your Areas of DPI Certification Now

*As a precaution in the event of a layoff*, we recommend expanding your areas of DPI licensure to maximize your seniority rights.

In the event of a layoff, the teacher contract provides that you must hold a full DPI certification/license on **May 15** to exercise seniority rights within that area.

To exercise seniority rights in an area for which you did **not** hold a full license on May 15, there are two deadlines - **if** you have a temporary license or permit, if your license has expired, or if you are eligible for an additional license. **First**, by **July 1, 2010**, you must present MPS with written verification from your certifying institution or from DPI that you can obtain a full DPI license by organization day of the 2010-11 school year. **Second**, if you meet the July 1 verification deadline, you must obtain the license before next school year.

If you have a layoff question, please call an MTEA staff member at 259-1990.

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## Being Excessed Does Not Mean Laid Off

There are a number of misconceptions about excessing. One mistaken notion is that being excessed means you will be laid off. If you are excessed, it is likely that you will not be assigned to the same school next year, but it does **not** mean you'll be laid off.

The contractual steps for layoffs are completely separate and different from excessing. (See article in column to the left.)

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## Contractual Rights of Excessed Teachers

If you are excessed from your school, you have the right to:

◆ **Return to your school** if a position you are licensed to teach becomes available at any time through the third Friday of September - even if you obtain another assignment through an interview or seniority. To exercise your return right, you must submit a "Return Request for Excessed Teachers FY 11" form to the MPS Human Resources Department.

The form is downloadable from the MPS Portal, and the paper edition must be signed and delivered to Room 124 of the MPS Central Office by June 30. (We will send you a paper copy if you wish.) Please note that if a vacancy becomes available at your original school, you must return it even if you have a new assignment.

◆ **Obtain a position at another school through the interview process** which will take place in four cycles this spring. Schools will conduct informational meetings during the week of March 15-19. Cycle 1 starts March 29; Cycle 4 ends June 2.

◆ **Obtain a position of your preference by seniority** (if you don't obtain a position through the interview process). Vacancies not filled by interviews will be posted in mid-June, and you should submit your assignment preferences at that time. During the summer, teachers without an assignment for 2010-11 (excessed, returning from leave, or day-to-day) will receive assignments based on seniority and their preferences.

◆ **Retain your voluntary transfer rights.** As an excessed teacher, if you obtain another school assignment through an interview (or by seniority), you will **not** have to wait three years to exercise your right to a voluntary transfer.

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## TEAM Program Referrals - March 15

The Teacher Evaluation and Mentoring (TEAM) program, a joint MTEA/MPS effort to help struggling teachers, is now in its 13th year. TEAM provides a fair and workable approach to identify and assist veteran teachers who demonstrate a need for assistance in classroom performance.

The deadline for submitting referrals this semester is Monday, **March 15**. All referrals are carefully screened. Eligible teachers are then offered TEAM support for the 2010-11 school year.

For more information, please call the TEAM program at **874-8577**.