



Next Steps for Unassigned PFSP Employees

Agenda



- Assignment process overview
- Bumping process
- Open Positions
- Notification timeline
- Questions



Assignment Process

Unassignment is based on the budget, program needs and building seniority

1. Unassigned unit members have a right to a comparable position in PPS.
2. HR will begin the Assignment Process for the 19-20 school year soon.
3. Preferences are considered when possible
please fill out preference form



Offer of Assignment

We strive to offer the same position at the same FTE whenever possible; however, HR may offer an assignment that is less than your owed FTE.

1. If there is a difference of 2 ½ hours per week or more, the offer may be declined by the employee
2. If the position is considered comparable and there is a difference of less than 2 ½ hours per week, declining this assignment is considered a resignation



Bumping Process

A more senior, unassigned employee has the right to a comparable position held by a less senior employee.

If there are no vacant positions, HR will begin the bumping process.

Bumping & Assignment decisions are based on:

1. Classification (employee roles/Defined Jobs)
2. Seniority
3. Owed FTE (hours per week)
4. Preferences when possible (preference form)

Notification Timeline



Notification of placement is scheduled to occur in waves by classification May.

Notifications may also occur at other times throughout the Summer.

1. As new positions become available
2. Resignations/retirements

Contacted in order of Classification, FTE & Seniority

Open Positions



After the Assignment & Bumping process has concluded for a classification group, remaining vacancies of 15 hours/wk. (.375 FTE) and above will be posted

To apply for jobs visit [Jobs.pps.net](https://jobs.pps.net) (not www.)

- Create/update your online application (new system)
- View Job Listings & Apply
 - Computer Kiosks are available in HR (if needed)
 - Contact HR for application questions

Prepare to interview

Open Positions



- Log into employee self service
- Use PPS username & password
- Apply to posted positions
- Specific positions vs Applicant Pools

Services Volunteer **Jobs** Board Departments

Home > Departments > Human Resources > Employment Opportunities

The future is in our classrooms. Are you up to the task?

SCHEDULED SYSTEM MAINTENANCE

Saturday, April 15, 2017 beginning at 8am with anticipated completion by Sunday, April 16, 2017 at 12pm (noon).
During this timeframe, the online application system will not be accessible. If you are in the system at the time of maintenance, please save your work and avoid updating your application during this timeframe.
While not anticipated, it is possible that additional time may be required to complete maintenance. Thank you for your patience.

Internal Transfer Page
Current PPS Professional Educator Only
[View Jobs & Apply](#)

[Internal Transfer Webpage Information/timelines](#)

Internal Transfer Process
The internal transfer process is for certified employees that are in their final year of probation.

Current PPS Employees
[View Jobs & Apply](#)

[Application guide for Current PPS Employees \(pdf\)](#)
[Video](#)

PPS District Interview & Resume Workshop

Open Positions (cont.)



Log Into Employee Self Service Using District Login & Password

A screenshot of the Oracle PeopleSoft login interface. At the top, it says 'ORACLE' in red and 'PEOPLESOFT' in black. Below that, there are three input fields: 'User ID' with the text 'PPS LOGIN', 'Password' with masked characters '*****', and 'Select a Language' with a dropdown menu showing 'English'. A green 'Sign In' button is at the bottom.

- Apply to posted positions
- Specific positions vs Applicant Pools

A screenshot of the PPS Job Search page. The top navigation bar includes 'Favorites', 'Main Menu', 'Self Service', 'Recruiting', and 'Prof Educator Transfer Site'. Below the navigation is the 'ORACLE' logo and a search bar with 'All' and 'Search' options. The main content area is titled 'PPS Job Search' and includes links for 'My Notifications', 'My Job Activities', 'My Favorite Jobs', 'My Saved Searches', and 'My Contact Information'. There is a 'Filter by' section on the left with categories: 'Recruiting Location' (Aleta K-8 (1)), 'Department' (Special Education Svcs-Mg..(1)), 'Job Function' (Licensed Professional Edu..(1)), and 'Job Posted In' (2017 (1)). On the right, there is a 'Keywords' search bar and buttons for 'Search', 'Reset Search', 'Save Search', and 'More Options'. Below the search bar, it says '1 matches found' and 'Search Results'. A single job listing is shown: 'Test - Prod Educator Transfer - 15851' with details: 'Department: Special Education Svcs-Mgmt | Location: Aleta K-8 | Posted Date: 04/07/2017'. At the bottom of the job listing are buttons for 'Apply for Selected Jobs' and 'Refer a Friend', and a link for 'Apply Without Selecting a Job'.



Questions?