



## FREQUENTLY ASKED QUESTIONS PAT UNASSIGNED EDUCATORS

### UNASSIGNMENTS AND PARTIAL FTE

**How will an educator be made whole for partial unassignments and half-time FTE. Example: a 0.5 FTE core enrichment educator is assigned 0.4 and unassigned 0.1 FTE.**

Educators are owed their full FTE amount. In this scenario, the educator would be provided a 0.1 FTE assignment to be restored to 0.5 FTE. If a 0.1 FTE is not available, they may be offered the opportunity to move to a different school/program for the 0.5 FTE amount. Educators may also have the opportunity to apply for a partial leave of absence for the unassigned FTE amount.

Should there not be enough FTE to restore the educator to their full FTE, the layoff process would begin.

**If a 1.0 educator is unassigned and chooses to take a position that is less FTE (say 0.6 FTE), how would that person be made whole?**

Educators are owed their full FTE amount. In this scenario, the educator would be asked if they wanted to reduce their owed FTE or take a leave of absence to accept the 0.6 FTE position. If not, the educator would be provided a 0.4 FTE assignment to bring them to their full 1.0 owed FTE. If a 0.4 FTE position is not available, the educator may be offered the opportunity to move to a different school/program in order to bring them to their full owed FTE or to a different FTE amount. Educators may also have the opportunity to apply for a partial leave of absence for the unassigned FTE amount.

Should there not be enough FTE to restore the educator to their full FTE, the layoff process would begin.

**If a full-time educator is returning from leave, are they guaranteed a full-time position? If they are offered a 0.8 FTE position, can they get the 0.2 FTE back the following school year?**

Educators are owed their full FTE amount, even when returning from leave. Should there not be enough FTE to restore the educator to their full FTE, the layoff process would begin.

**For elementary core enrichment educators in content areas such as VAPA and PE who are owed small increments of FTE such as 0.1 or 0.2, will there be schools with multiple educators in the same subject area? For example, could one school with 0.6 FTE music have 3 different music teachers?**

While this example is possible, it is the last option considered. The district focuses on keeping FTE together and not splitting it, if at all possible.

**How does seniority work during the unassignment process? My unassignment paperwork said I was unassigned due to seniority however there are other teachers in the same program who have less seniority than myself.**

Seniority is based on your hire date with PPS. When more than one person is hired on the same date, a random tie breaker number is assigned.

When the unassignment process happens, it is the least senior educator in the content/licensure area that needs to be reduced. The contract also allows for a few seniority exceptions including for racial balancing, gender/gender identity balancing, multilingual abilities, or high school ER duties.

**I am owed 0.5 FTE and am unassigned a partial amount, can I bump up to a 0.5 FTE position? Does that count as adding FTE?**

Educators are owed their full FTE amount. If you are owed 0.5 FTE and are partially unassigned, bumping back up to your owed FTE does not count as adding FTE. Adding FTE occurs when someone increases their FTE amount to more than their owed amount. Example: Educator is owed 0.5 FTE and wants to increase to 0.7 FTE, the additional 0.2 FTE would be added FTE. Increases above their owed FTE can occur only after all educators in that content area have received an assignment.

**If I take a position during the internal round that brings me to my owed FTE, then my current building position becomes available, will I be returned to my previous position?**

If an educator transfers during the internal round, or has been assigned to a position for next school year and is no longer unassigned and a position for which the professional educator is qualified at their original school or program becomes available, the professional educator may be returned to that school.

If such a position becomes available while the educator is still unassigned, the educator shall be returned to that school or program.

## JOB FAIR / INTERNAL ROUND

### What are the dates for the internal round?

The internal round is a Job Fair.

**Who:** The Job Fair is open to any unassigned educator, probationary 3, and contract educators

**When:** Saturday, March 16, 2024; 9am-4pm (closed from 12-1pm for lunch)

**Where:** Benson High School at Marshall Campus - 3905 SE 91st Avenue Portland, OR 97266

[Registration form here](#)

#### Positions Available at the Job Fair:

- Academic Interventionist
- Mentor Teacher
- School-Based Instructional Coach
- Special Education
- TOSA

### Will the list of 5 categories and jobs that are being included in the job fair be Full-Time 1.0 FTE or will they also be less than full-time?

The positions available at the job fair are half-time (0.5 FTE) or full-time (1.0 FTE) and available in the following content areas:

- Academic Interventionist
- Mentor Teacher
- School-Based Instructional Coach
- Special Education
- TOSA

### Will vacancies be published for all positions?

On March 13, the known vacancies that will be available during the internal job fair. That vacancy list will include the title of the position, school, FTE amount, and the administrator's name and contact information.

### My position is being completely eliminated. How will I have a choice in my position if I can't see what is available?

The known vacancies that will be available during the internal job fair. That vacancy list will include the title of the position, school, FTE amount, and the administrator's name and contact information.

Unassigned educators are encouraged to complete the [Unassigned Educator Preference Form](#) by the end of day March 20. The preference form allows unassigned educators the opportunity to indicate their preferences for assignments next year.

Due to the number of unassigned educators and limited number of available positions, the District is unable to guarantee that educators will be placed based on your identified preferences. The district may use the information provided in the [Unassigned Educator Preference Form](#) form when determining assignment's for the 2024-2025 school year.

**If I am unable to physically attend the job fair for the positions available, would I still be able to apply?**

Yes. If you are unable to attend the job fair, you can indicate that on the pre-registration form and then you can email your resume to the administrator before the end of the job fair.

**I am a general education classroom teacher, should I go to the job fair?**

K-5 general education classroom positions will not be available at the job fair.

The known vacancy list for positions available at the job fair will be available on March 13 prior to the job fair on March 16. The known vacancy list will include the licensure/endorsement required for each position. If you are appropriately licensed and qualified for the position and you are interested, we encourage you to attend the job fair!

The following content areas will be available at the job fair:

- Academic Interventionist
- Mentor Teacher
- School-Based Instructional Coach
- Special Education
- TOSA

Job descriptions, which include licensure/endorsement for each of these content areas, is available online [here](#).

**What is the licensure required for the positions at the job fair?**

The known vacancy list will include the licensure/endorsement required for each position. Job descriptions, which include licensure/endorsement for each of these content areas, is available online [here](#).

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## PLACEMENT PROCESS

### How are educators placed into positions for next school year?

Educators who remain unassigned after the job fair will be assigned to vacancies based on seniority, licensure, recency, and owed FTE amounts. Assignments also take into consideration information provided by educators through the [Unassigned Educator Preference Form](#). Additionally, other factors are considered such as schedules, travel time, planning time, case loads, grade levels, and more.

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### What is the timeline for when educators will be informed of their assignment for next school year?

At this time the District anticipates educators will be informed of their assignments sometime in April.

### I am a general education classroom teacher, will I just be placed into a position?

Unassigned educators in K-5 general education classroom positions will be assigned to a position as they will not be available at the job fair. Educators will be assigned to vacancies based on seniority, licensure, recency, and owed FTE amounts. Assignments also take into consideration information provided by educators through the [Unassigned Educator Preference Form](#). Additionally, other factors are considered such as schedules, travel time, planning time, case loads, grade levels, and more.

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If you are appropriately licensed and qualified for a position and you are interested, we encourage you to attend the job fair!

The following content areas will be available at the job fair:

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## LEAVES OF ABSENCE

### Can I take a one year leave of absence and still retain my seniority?

Yes, a leave of absence does not impact your seniority.

### Can I take a one year leave of absence and work somewhere else?

Depends on the type of leave. Each leave has different requirements. For example the full-year unpaid persona leaves “shall not be granted for professional educators to seek employment in other Portland metro area school districts.” while the Exchange or other teaching leaves may be granted for educators participating in a variety of programs including peace, teaching, or job corps.

The district may grant a fractional FTE amount in lieu of being unassigned. If their remaining working FTE is a schedule that results in one, or more, full days not working, the educator may be eligible to be a substitute on those non-working days. If you are interested to learn more about this leave, please contact the [HR staffing associate](#) assigned to your school.

### I am unassigned, what leave options are available to me?

There are several contractual leaves you may be eligible for, please review article 17 of the contract for more information.

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## SENIORITY & REGENCY

### How is it determined who has more seniority when educators have the same seniority date?

Seniority is based on your hire date with PPS. When more than one person is hired on the same date, a random tie breaker number is assigned.

### What is “recency”?

“Professional educators who do not have recent experience in the subject or grade level where they seek to be retained may nevertheless qualify as competent if they have completed recent (within the most recent five years) training that is agreed upon by both the district and the professional educator as adequate preparation for the assignment or are willing to complete training applicable to that subject or grade level. TOSAs, mentor teachers, and other specialists who work primarily with adults shall qualify as being competent in the subject area or grade level that they previously occupied within PPS even if they have been out of the position that primarily provides direct service to students for longer than five years.”

### Does recency consider licensure date?

Yes, the date a license or endorsement is granted would be a factor in considering recency.

**Which is more important, seniority or recency?**

Both are important factors for consideration. Neither is more important than the other when placing educators. The goal of placements is to avoid layoffs and place educators in a situation that is best for them and students.

**I have been an educator with PPS for 2 years but I have 10+ years teaching experience at another school district. How is that factored into seniority, and if it is not, why not?**

Seniority is within the district and not seniority in the profession, therefore it is based on your hire date with PPS.

**LAYOFFS**

**When will we find out more about the layoff process and the timeline?**

Some time after spring break there will be more information regarding the layoff process and expected timelines.

**Do layoffs happen at the beginning of the next school year?**

In the event a layoff of professional educators is required during the course of the school year, the District shall notify the Association and the affected professional educators sixty (60) calendar days prior to the effective layoff date. If the layoff is to become effective the subsequent year, the District shall notify the Association as soon as the layoff decision is made.

**How does bumping via seniority work during layoffs?**

Generally, the least senior educator is bumped from their position by a more senior educator. The least senior educator is then laid off. This process is nuanced due to licensure requirements, recency in content areas and grade bands, as well as the amount of FTE required, schedules, and more factors.

**What happens if I get laid off and a week later someone resigns or retires in my content area?**

There is a 3 year recall for educators who are laid off. The rules regarding the recall process are outlined in 20.4 of the contract.

**When was the last time there were layoffs in PPS for PAT?**

There were a couple of PAT layoffs in specialized Career & Technical Education (CTE) areas effective for the 2019-2020 school year.

**If layoffs happen, can someone who accepted a position during the internal round be bumped out of that position?**

Yes, it is possible to be bumped out of a position you accept during the internal round. This could occur if you were the least senior educator being laid off and a more senior educator was bumping you out of your new position. This is one of the reasons not all vacancies were brought forward to the job fair.

**Does part-time or full-time factor into seniority when other factors are equal between two people?**

FTE is an overall consideration in assignments but not a determining factor when conducting layoffs.

**Can I be bumped out of the FTE I am still assigned to due to another educator in my content area being unassigned?**

This would be possible if there are layoffs in that content area. This could occur if you were the least senior educator being laid off and a more senior educator was bumping you out of your new position.

**If an educator has many years of experience with one age group and applies for a different age group within their licensure would the experience in that age group be a factor?**

Administrators have the right to select the most qualified applicant for the position. Experience with the age group and demographics of a population of students are generally some of the factors, of many, that administrators consider when selecting candidates for positions.

**Are there exceptions to seniority during the layoff process like there is during the unassignment process?**

Yes. There are a few factors that can be considered for exceptions to the seniority process per ORS 342.934, including cultural competency and linguistic ability.

**I am currently a 0.5 FTE educator who has been unassigned 0.3 FTE and remains assigned 0.2 FTE. If there is only a 0.4 FTE available, would that be granted to me, because it's above the FTE that is assigned to me?**

If the district is unable to bring you to your full owed FTE amount, we would be in a layoff situation and would begin the layoff process.