

## FAQ #1 - UNASSIGNMENTS

### 1. What does unassignment mean?

**A:** If declining enrollments, program changes, or changes in funding result in a reduction of staff in a building or program area, certain positions may be partially or fully reduced. Employees in positions that have been reduced will be unassigned from their building and will be owed a job, equal to their reduction, in the District for the following year. Unassignment is NOT a layoff; you still have a job.

### 2. Must my principal ask for volunteers prior to unassigning members?

**A:** Yes. Volunteers must first be requested and considered from among the staff. Volunteers will be unassigned if they are from within the grade level(s) or subject matter area(s) where the positions are to be reduced.

### 3. Why have I been selected to be unassigned?

**A:** Employees in positions that have been reduced are generally unassigned by their seniority and licensure. Additional areas of consideration are listed in the PAT /PPS contract, Article 10.E.2.

### 4. What is seniority?

**A:** Seniority is determined by the number of years in the district, *not* in the building or program. Seniority for members who have the same first date of actual service is determined by the drawing of lots. The holder of tie breaker # 1 has greater seniority than the holder of tie breaker #5.

### 5. What happens to my pay and benefits during the period of unassignment?

**A:** Employees who are unassigned continue in their current assignment for the rest of the 2023-2024 school year. Unassigned employees are still employed with the District, and there is no change to benefits/pay during the period of unassignment.

### 6. I am assigned full time to my building this year. I have been unassigned 0.5. Am I entitled to a full-time assignment?

**A:** Yes. You are entitled to an assignment equal to 1.0 FTE. You have the right to apply for another 0.5 or a 1.0 position in another building. If you do not find such a position, the District must place you in a full-time equivalent assignment (assuming no layoff). Do not voluntarily reduce your FTE if you want to continue as a full time employee. You cannot be required to reduce your FTE (except in layoff).

### 7. I am a full time teacher and am unassigned from my building 0.5. That's okay with me, I want to work only half-time next year. Is there anything I should know?

**A:** If you are willing to *voluntarily* reduce your FTE for 2024-25, make sure you get an approved one-year leave of absence to cover the reduced portion of your FTE. This will permit you to return to full time teaching in 2025-26. *If you are **not** covered by a leave, the reduction will be **permanent**.* Make sure you know the impact on your salary and benefits before you agree to a reduction.

### 8. What if they add positions at my school after I have been unassigned?

**A:** If a position for which the member is qualified at his original school or program becomes available while the member is still unassigned, he shall be returned to the original school. If the position becomes available after the member has a new assignment, he may be returned to the original school.

*Unassignment from a building is not the same as layoff from employment in the District.  
A FAQ regarding layoffs will be provided at a later date if necessary.*

## 2023-2024 Staffing One-Pager

(per CBA 2023-2026 update)

- **What:** PAT internal round job fair (PAT Contract Language 18.6.4-18.6.4.4)
- **Who Attends:**
  - All Administrators with one or more vacancies
  - Human Resources
  - Educators: Unassigned, Probationary 3, Contract or Temporary (if their temp position is open for the following school year)
- **Date & Time:** Saturday, March 16, 2024; 9am-4pm (closed from 12-1pm for lunch)
- **Location:** Marshall High School - 3905 SE 91st Avenue Portland, OR 97266
- **Educator Responsibilities:**
  - **Review the vacancy list** which is provided at least 3 days in advance of the fair and will include the principal or supervisor's contact information
  - Pre-register (*optional* - not required, simply allows admins and HR have an idea of how many are planning to attend for logistical purposes)
    - Note: If you are unable to attend the job fair, you can indicate that on the pre-registration form and email your resume to the administrator
  - Check in at Registration Booth on the day of the fair to receive name tags, map, and info
  - Identify which positions/schools they are interested in and visit the school's table/room for the opportunity to speak with the School Administrator(s)
- **Day of Registration Booth:**
  - Educators will receive:
    - a name tag with endorsement area(s), current school, and space to indicate pronouns.
    - a map with location of schools/departments
- **Principal/Supervisor Responsibilities:**
  - Attend the fair if they have any vacancies (at least one administrator is required to attend)
  - Have conversations and informal interviews with educators who stop by their table/room
- **Conclusion of the Internal Job Fair:**
  - Administrators submit recommendation to fill to Human Resources
  - HR will contact educators (tentatively pre-spring break) to notify them of their assignment for the 24/25 SY (if they are selected for one position) or will provide educators the offer for all positions they were selected for (if selected for more than one position)
- **After the Job Fair:**
  - Once educators have been assigned their position based on the Job Fair, the Unassignment Placement Process will occur with Office of School Performance and School Administrators for any educators not yet assigned.

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