



Frederick County Public Schools
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Excess Process for Support Employees Q & A

1. Why would a school or department have to reduce (excess) staff?

Schools are allocated a certain number of staff members based on formulas. Following are some of the reasons an employee might be excessed (referred to as “involuntary transfer” in the FASSE/BOE Negotiated Agreement):

- A decline in student enrollment
- An increase in the class-size formula
- A reduction or elimination of a specialized program housed in that building/school
- A change to the work year (10-,11-, or 12-month assignments)
- Reorganization

2. How does a school or department determine which staff member will be excessed?

The principal/manager considers the following:

- Volunteers may be sought from the work location.
- Least senior probationary employees will be transferred first unless their skills and abilities are deemed essential to their assignment.
- Human Resources Senior Manager may select individuals to be transferred and consider their skills, abilities, and length of service.

3. How can I make sure my principal or manager knows the full extent of my qualifications?

You are encouraged to:

- discuss this with your supervisor,
- provide him or her with a copy of your résumé,
- and/or complete and provide a *Support Staff Skills Inventory* form. This form is found on the FCPS intranet from any FCPS computer. The form is NOT required, but it can serve as a tool to capture your professional profile.

4. When will support employees be informed that they have been excessed?

The goal is to inform support employees in a timely manner. The target date for notification is March 15.

5. What happens if I am excessed from my current assignment?

Human Resources places support employees who have been excessed on the *To Be Placed (TBP)* list. Excessed employees will be scheduled to interview for all vacant positions within their job classification (for example, secretary, administrative secretary, instructional assistant, etc.).

6. Do I need to accept all interview offers?

No, however, to do so will severely limit your opportunities to find a position. The result may be that you are involuntarily assigned.

7. What is the time line for reassigning staff from the *To Be Placed* list?

The process begins in April, when the Support Personnel Senior Manager begins working with the instructional directors to identify openings that match the classifications of TBP staff. However, this is only the first step. As current support

employees submit their requests for leaves of absence, retirement or resignation, more openings and placements will occur. Placements continue with the goal that all support employees on the *TBP* list will be reassigned. The Support Personnel Human Resources office will let you know your assignment for the next year.

8. Are non-benefited employees that are excessed assured of placements?

Although Human Resources will try to place non-benefited employees, priority will be given to placing benefited staff. Benefited openings will not be posted until all benefited staff members are placed. Non-benefited employees will be notified of non-benefited openings and offered an interview.

9. Should a support employee who is on the *To Be Placed* list participate in the transfer request process?

You may do so. However, once you are placed on the *TBP* list you will be sent on all interviews within your job classification anyway.

10. Do I have to accept a position I do not want?

Yes, you must accept any transfer/offer made to you. If you decline the transfer/offer, any obligation FCPS has to find you a position ends.

11. What options do I have if I am offered an assignment I do not want?

- You must accept the position and may complete a Transfer Request Form (available on the intranet from any FCPS internet-connected computer). Indicate your job location preferences and submit. That way, if you are not happy with your placement, you will have the opportunity to interview for a transfer should a position become available within your job classification at a preferred location for the new school year.
- You may pursue positions on your own.

12. If I am involuntarily transferred, am I still eligible to transfer to another location during that fiscal year?

Yes, an involuntary transfer does not affect your ability to transfer voluntarily during the same fiscal year.

13. Where can I find more information about the involuntary transfer process?

Article 3.8 Involuntary Transfers in the FASSE/BOE Negotiated Agreement provides guidance. Should you seek additional information, please call the Human Resources Office at 301-644-5076 or 301-644-5100, or the FASSE office at 301-620-9217.