Teacher Surplus and Layoff Procedures

This is intended as a quick reference document. Refer to the Addendum A, Section 3.02 of the Employee Handbook (p. 104) for more detailed language related to surplus and layoff procedures. Anticipated dates for MMSD surplus and assignment procedures are also listed below.

**Surplus**

- **Above staff requirements within school (more staff than available positions)**
- Volunteers are requested *(only if there is a surplus)*; principal not bound to accept
- Decisions are based on certification and District seniority
- Elementary/middle school surplus decisions are made school-wide “except where instructional requirements are disrupted”
- High school surplus decisions are made by department based on seniority and certification
- Preference for reassignment
- Declarations made in late February – early March, Contract deadline July 1
- Surplus reassignments to vacant positions prior to posting until May 1

**Layoff**

- **Above staff requirements in the District**
- Based on seniority within certification area
- Recall rights
- Layoff notices due May 15
- Unemployment

**Seniority**

- Total years of continuous service in the District under regular contract
- Tied seniority - qualifications as determined by the District (surplus); random drawing (layoff)
- **No such thing as “building seniority”**

**Surplus Reassignment/Vacancy Posting/Filling Vacancies**

- Declare preferences for reassignment on surplus form
- Surplus staff reassigned to vacant positions up until May 1 prior to posting; will include an interview process
- Surplus staff still unassigned on May 1 will be considered for vacancies along with internal transfer candidates and external hires
- Vacancies posted from May 1 (or earlier) until July 1
Layoff Process

- Layoff based on seniority within certification area across the entire District
- Notice of layoff delivered no later than May 15
- MTI conducts end of year layoff meeting to review layoff/recall procedure and unemployment benefits
- Recall rights to next vacant position within area of certification

MMSD Staffing Timeline for 2018-19 (approximate)

- February 14 – budgeted allocations sent to schools
- February 18-March 1 - surplus decisions sent to Human Resources
- February 18-March 1 - surplus notices issued to affected staff in buildings
- February 18-March 1 – surplus notices sent to Central Office staff
- March 18 – April 1 – Referral of surplus staff to principals for reassignment
- April 5 – projected first vacancy posting, teacher unit (mega-post)
- April 15-22 - layoff / non-renewal notices delivered to affected staff
- May 15 – last date for layoff / non-renewal notices per Employee Handbook
- June 15 - signed contracts deadline
- July 1 - surplus deadline
- June 28 - vacancies created after this date not posted through first four (4) weeks of school