RECALL PROCESS

SEPARATION SEMINAR 2021
STAFFING PROCESS OVERVIEW

Step 1:
Cedar Trails ES and Cougar Mountain MS voluntary transfer positions interviews and hires

Step 2:
Placement of certs back from leave (1st year childcare)

Step 3:
Placement of excessed certificated staff from programs (PLCs, TOSAs, Middle School Deans, Counselors, etc.)
STAFFING PROCESS OVERVIEW

Step 4:
Program/Building Reassignment of staff above the RIF (see Article 7, Section 1.6 for procedures)

Building Excess - Placement of excessed certificated classroom staff from buildings (see Article 7, Section 3 for procedures)

Placement of certs back from leave (all other leaves)
STAFFING PROCESS OVERVIEW

Step 5:
Staff Initiated Transfers for staff above the RIF line

Once there are no transfer candidates, recall specialized endorsement/credentialled positions (Special Education, School Psychologists, OTs, SLPs, Counselors, CTE, World Languages, ELL, etc.)

Step 6:
General Recall

Step 7:
Post Unfilled Positions
CURRENT STATUS

Step 1: COMPLETE
Cedar Trails ES and Cougar Mountain MS voluntary transfer positions interviews and hires

Step 2: COMPLETE
Placement of certs back from leave (1st year childcare)

Step 3: COMPLETE
Placement of excessed certificated staff from programs (PLCs, TOSAs, Middle School Deans, Counselors, etc.)

Step 4: IN PROCESS
Program/Building Reassignment of staff above the RIF (see Article 7, Section 1 for procedures)

Building Excess - Placement of excessed certificated classroom staff from buildings (see Article 7, Section 3 for procedures)

Placement of certs back from leave (all other leaves)
CURRENT STATUS

Step 5: **IN PROCESS**

Staff Initiated Transfers for staff above the RIF line

Recall specialized endorsement/credentialed positions (Special Education, School Psychologists, OTs, SLPs, Counselors, CTE, World Languages, etc.) once there are no transfer candidates

Step 6: **ON HOLD**

General Recall

Step 7: **ON HOLD**

Post Unfilled Positions
NEXT STEPS

• Complete early recalls by end of next week
• Complete elementary excessing early next week
• Complete middle school excessing end of next week
• Begin staff initiated transfers for K-5 next week (after elementary excessing complete)
  • Asking those on transfer list to indicate to HR if they want to be taken off the transfer list
  • Faster we move through staff transfers, faster we get to recall of K-5 positions
• Begin recall of general secondary positions once middle school excessing and staff initiated transfers are complete
EXPECTED RECALL POSITIONS

- Already recalled about 75 positions due to special credentials/endorsements (Sped, Counselors, CTE)
  - Anticipated further recalls:
    - 75+ K-5 positions
    - 5+ middle school positions
    - 25+ high school positions
RECALL – WHAT TO EXPECT

• Direct person to person contact or phone call to offer position.

• Staff member has until close of business the next day to accept or decline. If no response, staff member will be considered as resigning from the District.

• If a staff member declines, they will be considered resigned from the District and removed from the Layoff/Recall list.

• Staff member may decline a position for which they have the qualifications and stay on the recall list if they have no ISD experience in the position being offered.
  • “A staff member having served at least one (1) year in the area under consideration”.

• If no direct contact, certified letter of recall sent.

• Staff member has 3 business days from receipt to respond. If no response, considered resigned.

• Staff stay on the recall list for two school years.
RECALL – WHAT TO EXPECT

FTE

Assuming all aspects of Article 8, Section 7.j are met: if ISD offers a position that is 80% of a staff member’s current FTE and the offer is above .45 FTE (so they would continue to receive benefits), and if the staff member declines, they will be considered resigned. If ISD offers a position that is below 80% of a staff member’s current FTE and the staff member declines the position, they remain on the Recall List.

Leave Replacement Offer

The District will first recall qualified staff to open positions. Leave replacement positions will be offered to qualified staff on the Layoff/Recall list in seniority order once all open positions have either been filled or the list of qualified staff exhausted. If offered a leave replacement position, the staff member may accept the position. If accepted, this fulfills the District’s recall obligation and the staff member will be taken off the Layoff/Recall list. If declined, the staff member stays on the Layoff/Recall list in accordance with the CBA.
END OF SCHOOL YEAR

If you have not been recalled by the last day of school:

• Ten (10) working days from last student date to pack and remove materials from classroom, clear instructional files from computers/server

• District email account will remain active for these ten (10) days
QUESTIONS

Natalie Fowler, Executive Director of HR: fowlern@Issaquah.wednet.edu
Mandy Dorey, Director of Human Resources: doreya@Issaquah.wednet.edu

Current Principal

Derona Burkholder, IEA President

Assigned Professional Learning Coach (Secondary)