



2017-2018 STAFF EXCHANGE PROCESS STAFFING TIMELINE

Cycle A: March 15 – April 5, 2017

- MPS fully-licensed teacher, counselor or librarian whose FTE is reduced or eliminated from the FY18 budget
- MPS fully-licensed teacher, counselor or librarian returning from a leave of absence
- MPS fully-licensed teachers, counselors or librarians
- Any external fully-licensed teacher, counselor or librarian applicant
- Student or permit teachers, practicum students, and interns who will be fully-licensed by the fall 2017

Cycle B: April 7 – May 1, 2017

- MPS fully-licensed teacher, counselor or librarian whose FTE is reduced or eliminated from the FY18 budget
- MPS fully-licensed teacher, counselor or librarian returning from a leave of absence
- MPS fully-licensed teachers, counselors or librarians
- Any external fully-licensed teacher, counselor or librarian applicant
- Student or permit teachers, practicum students and interns who will be fully-licensed by the fall 2017

Cycle C (Classified): April 25 – May 18, 2017

- MPS paraprofessional, secretary or CHA whose FTE is reduced or eliminated from the FY18 budget
- MPS paraprofessional, secretary or CHA returning from a leave of absence
- MPS paraprofessional, secretary or CHA
- Any external paraprofessional, secretary, or CHA applicant that has met the qualifications for specific positions

Unless they will be fully-licensed by fall 2017, intern and permit teachers are NOT permitted to participate in the interview cycles. Intern and permit teachers, who were excessed, will be placed during the reassignment process beginning May 19, 2017.

How to identify appropriate staff when reductions in FTE's are necessary:

Teachers: Once you have determined the subject and/or grade level of the position(s) you must eliminate and the number of teachers to be excessed, ask for volunteers in those areas of certification. If no one volunteers, first you must excess any substitute teachers currently filling a vacancy in your building, second any permit teachers, third any intern teachers and fourth **fully certified** teachers by district seniority and licensure.

Classified staff: You must ask for volunteers by employee group (job category). If no one volunteers, then you must excess the least senior employee in that employee group based on district seniority.

If you have questions about the staff reduction identification process, please contact the Talent Management Specialist for your School Region at 475-8224.

Talent Management Staffing Directory

Regular & Special Ed Teachers and Paraprofessionals:

- Central Region: Candice Hoze (hozec@milwaukee.k12.wi.us)
- East Region: Pat Perry-Wright (perrywpa@milwaukee.k12.wi.us)
- Northwest Region: Pat Perry-Wright (perrywpa@milwaukee.k12.wi.us)
- Southwest Region: Candice Hoze (hozec@milwaukee.k12.wi.us)
- High School Region: Bernadine Cosey (coseyb@milwaukee.k12.wi.us)

Secretaries: LaQuita Hoskin (hoskinlr@milwaukee.k12.wi.us)

CHAs: Yovira Moroney (moroneym@milwaukee.k12.wi.us)

ESL Teachers: Yovira Moroney (moroneym@milwaukee.k12.wi.us)

Montessori Teachers: Dana Berlin (banksdm@milwaukee.k12.wi.us)

Art, Music, and Phy Ed Teachers: Dana Berlin (banksdm@milwaukee.k12.wi.us)

Librarians: Dana Berlin (banksdm@milwaukee.k12.wi.us)

School Counselors: Dana Berlin (banksdm@milwaukee.k12.wi.us)

****Questions regarding school psychologists, nurses, school social workers, and speech pathologists should be directed to the appropriate department heads.****

Thursday, February 23, 2017: Principals submit Staffing Needs Forms to the Office of Finance.

Friday, February 24, 2017: Principals/Directors must notify any teacher (including art, music, PE, school support), counselor, librarian, paraprofessional, children’s health assistant (CHA) or secretary whose FTE is reduced or eliminated as a result of school/program FY18 budget reductions or program changes. **Remember, prior to this date, you must ask for volunteers before you excess by certification and district seniority!** If there are no volunteers, the least senior teacher/paraprofessional/secretary/CHA will be excessed.

Monday, February 27 - Friday, March 3, 2017: Talent Management in collaboration with Employee Rights Administration will train all members of the interview teams by region on “Non-Discrimination/Non-Biased Interviewing and Consensus Based Decision Making”. **(Training dates and times to be published).**

Thursday, March 2, 2017 by noon: Deadline for schools/programs to submit their schedule of informational meetings for the 2017-2018 Staff Exchange Process. Talent Management will post the schedule of informational meetings.

Monday, March 6, 2017: All schools/programs that will participate in the interview process **must** submit the final interview team(s) members form via email to Aneesa Muhammad - muhammar@milwaukee.k12.wi.us. Teams must include at least 2 teachers, 1 classified staff and the principal or an administrator assigned by the Office School Administration. Schools are encouraged to include a parent representative on the interview team(s). The parent **cannot** be an MPS employee.

Saturday, March 11, 2017: School Informational Job Fair (9:00-1:00) @ MHSA

Monday, March 13: School administrators will receive and review an initial vacancy/posting list for the 2017-18 Staff Exchange. Any initial adjustments/modifications to the listed positions must be submitted by **Tuesday, March 14** via email to Aneesa Muhammad - muhammar@milwaukee.k12.wi.us

Monday, March 13 - Thursday, March 16, 2017: Schools/programs conduct informational meetings. All informational meetings must be held before or after the eight hour work day at the school site.

Tuesday, March 14, 2017: Via MPS email, Talent Management will contact all teachers, paraprofessionals, CHAs and secretaries that **MUST** participate in the exchange process as a result of an FTE elimination or reduction

CYCLE A (FULLY-LICENSED TEACHERS, COUNSELORS, LIBRARIANS)

Wednesday, March 15 - Sunday, March 19, 2017: Vacancies posted for Cycle A. All eligible candidates internal and external must apply to the posted vacancies during this time period. Job postings for Cycle A will close at 11:59 pm on Sunday, March 19, 2017. No late applications will be accepted.

Tuesday, March 21 - Saturday, March 25, 2017: School based interview teams review candidate applications, schedule and conduct interviews.

Tuesday, March 28, 2017 by noon: Deadline for schools to submit to Talent Management the names of certificated candidates they would like to fill their vacant position(s). All forms are submitted via email to Aneesa Muhammad - muhammar@milwaukee.k12.wi.us

- Forms are available at: *mConnect – Department – Human Resources – Talent Management - Resources*

Tuesday, March 28 – Friday, March 31, 2017: Talent Management processes **Cycle A** interview results and sends assignment notices via email to all internal applicants selected to fill positions during Cycle A.

Monday, April 3, 2017: Schools/programs will be notified of internal certificated staff assigned to or leaving from their sites as a result of **Cycle A** transactions. In addition, school administrators will receive a current vacancy list and instructions to submit updated vacancy information for Cycle B via email.

Wednesday, April 5, 2017 by Noon: All adjustments/modifications to certificated vacancies need to be updated for the **Cycle B** posting. Vacancy information for certificated vacancies is submitted via email to Aneesa Muhammad - muhammar@milwaukee.k12.wi.us

- Due to timeline constraints, there will be **no exceptions to this deadline.**

CYCLE B (FULLY-LICENSED TEACHERS, COUNSELORS, LIBRARIANS)

Friday, April 7 – Sunday, April 16, 2017: Vacancies posted for Cycle B. All eligible candidates internal and external must apply to the posted vacancies during this time period. Job postings for Cycle B will close at 11:59 pm on April 16, 2017. No late applications will be accepted.

Tuesday, April 18 - Saturday, April 22, 2017: School based interview teams review candidate applications, schedule and conduct interviews.

Tuesday, April 25, 2017 by noon: Deadline for schools to submit to Talent Management the names of certificated candidates they would like to fill their vacant position(s). All forms are submitted via email to Aneesa Muhammad - muhammar@milwaukee.k12.wi.us

- Forms are available at: *mConnect – Department – Human Resources – Talent Management - Resources*

Tuesday, April 25 – Friday, April 28, 2017: Talent Management processes **Cycle B** interview results and sends assignment notices via MPS email to all internal applicants selected to fill positions during Cycle B.

Monday, May 1, 2017: Schools/programs will be notified of internal certificated staff assigned to or leaving from their sites as a result of **Cycle B** transactions.

CYCLE C (CLASSIFIED STAFF)

Tuesday, April 25 – Sunday, April 30, 2017: Vacancies posted for Cycle C. All eligible candidates internal and external must apply to the posted vacancies during this time period. Job postings for Cycle C will close at 11:59 pm on April 30, 2017. No late applications will be accepted.

Tuesday, May 2 - Saturday, May 6, 2017: School based interview teams review candidate applications, schedule and conduct interviews.

Tuesday, May 9, 2017 by noon: Deadline for schools to submit to Talent Management the names of candidates they would like to fill their vacant classified position(s). All forms are submitted via email to Aneesa Muhammad - muhammar@milwaukee.k12.wi.us.

- Forms are available at: *mConnect – Department – Human Resources – Talent Management - Resources*

Tuesday, May 9 – Friday, May 12, 2017: Talent Management processes **Cycle C** interview results and sends assignment notices via MPS email to all internal applicants selected to fill positions during Cycle C.

Monday, May 15, 2017: Schools/programs will be notified of internal classified staff assigned to or leaving from their sites as a result of **Cycle C** transactions.

Tuesday, May 16, 2017: School administrators will receive an up-to-date vacancy list and instructions to submit final Staff Exchange certificated and classified vacancy information via email.

Thursday, May 18, 2017 by noon: Final Staff Exchange vacancy information for all FY18 budgeted positions not filled through the interview process is submitted via email to Aneesa Muhammad - muhammar@milwaukee.k12.wi.us.

REASSIGNMENT PROCESS

Friday, May 19, 2017 – Friday, June 9, 2017

At the conclusion of all Staff Exchange cycles, any current employee whose FTE was eliminated or is returning from a leave of absence and was not selected for an assignment through the interview cycles **will be** assigned by Talent Management no later than June 9, 2017 for the FY18 school year. Certification and seniority will be considered when assignments are made.

UNASSIGNED EXCESSED EMPLOYEE PROCESS

Friday, May 19, 2017: Unassigned staff needing an assignment for the 2017-2018 school year will receive an email from Talent Management outlining the assignment process and a copy of the most up-to-date vacancy list. Unassigned staff must respond to the email with the list of their preferences.

Monday, May 22, 2017: **Unassigned staff selections for the reassignment process are due.** Unassigned staff will receive an acknowledgement email from Talent Management indicating receipt of their assignment preferences.

Wednesday, May 24 – Friday, May 26, 2017: Talent Management expedites assignment process. Staff members will receive an MPS email notification of their new assignment for the 2017-2018 school year. Schools/programs will be notified of internal certificated and classified staff assigned to their sites as a result of the unassigned employee assignment process.

TRANSFER PROCESS

Wednesday, May 31, 2017: **Final day for current employees to request a transfer for the 2017-18 school year.** Transfer requests must be sent via email to Ashley Veasley - veasleam@milwaukee.k12.wi.us. Staff members requesting a transfer will receive an acknowledgement email from Talent Management indicating receipt of their request.

Thursday, June 1, 2017: Staff requesting a transfer for the 2017-2018 school year will receive an email from Talent Management outlining the transfer process and a copy of the most up-to-date vacancy list. Interested staff must respond to the email with the list of their preferences.

Monday, June 5, 2017: **Transferring staff selections for the reassignment process are due.** Staff will receive an acknowledgement email from Talent Management indicating receipt of their assignment preferences.

Wednesday, June 7 – Friday, June 9, 2017: Talent Management expedites assignment process. Staff members will receive an MPS email notification of their new assignment for the 2017-2018 school year. Schools/programs will be notified of internal certificated and classified staff assigned to or leaving from their sites as a result of the transfer process.