

New Haven Unified School District

Frequently Asked Questions About School Closure

1. Will I lose my job?

On the certificated side, teachers will move from a closed site per the guidelines detailed in Article 8.3.5 and 8.3.6 of the Certificated Contract Agreement. Specifically, teachers are given first priority at new and vacant positions where the students are sent. Boundary changes will be necessary in the coming months and could affect which schools students attend. We expect layoffs will not be necessary on the certificated side. Both the District and NHTA share an interest to have employee rights protected.

For classified employees, a school closing means that particular jobs are going away. In some cases, there may be reductions in the classified ranks. If a school is closed, the unit members in positions that are laid off are entitled to bumping rights per the classified contract due to lack of work. Each affected classified employee will be notified of their rights related to any school closure. Both the District and CSEA share an interest to have employee rights protected.

For all site administrators, the District will evaluate job assignments with adherence to the administrative ratios that have been implemented. We expect that layoffs will not be necessary; however, some site administrators may be reassigned to ensure that everyone is in a position where they can best impact student achievement. Both the District and NHAA share an interest to have employee rights protected.

2. Where will I be transferred/reassigned?

Certificated employees who are affected by school closure will be transferred/reassigned based on seniority consistent with Article 8. Unit members from closed schools shall be afforded first priority in filling vacancies created and for which they have the posted qualifications. If two or more qualified employees are interested in the same vacancy, seniority will be the determining factor. Simultaneously, boundary changes will also determine student enrollment at all of our schools and will dictate where vacancies arise.

For classified employees, again school closure means that some jobs are being eliminated due to lack of work. The District will work with CSEA to initiate the bumping process and employees will, based on seniority, bump into jobs they have previously held. In some instances, at the end of the bumping process, some classified employees may ultimately be laid off.

3. Will I be able to bump a less senior teacher [who is teaching the same subject and grade level] at the school I move to?

Consistent with Article 8.3.5 and 8.3.6, teachers can only move into new or vacant positions.

For classified employees, bumping rights will be determined based on seniority.

4. Can I choose the site?

For certificated personnel, unit members will be able to make some decisions regarding location based on seniority and whether or not there are open or vacant positions at a particular site.

For classified employees, the bumping process determines location.

5. Who will be able to answer my questions in the event my school is closed?

As always, site principals and the respective presidents from each union will be able to answer any questions employees might have related to employee rights in this situation. Additionally, Derek McNamara, the Executive Director for Personnel Services will be able to answer any questions that employees might have regarding school closure and employee rights.

6. When I am reassigned to a new school, how will I get my “stuff” moved?

If employees have particular needs related to moving from site to site, they should first speak with their current site principal. The site principal will work to see that business and personal items are boxed and moved accordingly per work orders. Ana O'Connor is the Director for Maintenance and Operations and will work closely with site administration to ensure a smooth physical transition for employees from site to site.

7. Can I take my own desk and office equipment with me to my new location?

No. Employees will be able to take personal belongings, but anything owned by the school district will be inventoried and deployed according to need.

8. Will I get paid to pack and move?

Teachers will be paid up to 14 hours at the hourly rate to pack and unpack pursuant to the contract.

For classified staff, site principals will determine whether or not overtime is needed.

9. Do I lose any rights by changing schools?

Certificated employees do not lose any rights when changing schools. Seniority is based on hire dates in the District, not at a particular site. If you hold particular stipends or hourly positions at your current site, it could not be guaranteed that those opportunities would automatically continue (i.e. Department Head, afterschool intervention teacher).

For classified employees, any changes that occur come through the bumping process, not due to change of location. Employees will not lose any rights. Like the certificated side however, extra duty opportunities are not guaranteed when changing sites.

10. Will my hours, workyear, evaluation cycle or range change, or be allowed to change if I wish?

For certificated employees, their hours and workyear may be subject to change depending on what positions, grade levels and locations are available. Their pay will remain constant as it is based on years of service. The only variations would come from any changes in additional duty stipends or hourly pay.

For classified employees, their hours and workyear may be subject to change depending on what positions are available in the system. Their pay range will be determined by the position they are eligible to bump into.

11. Will I have a new evaluation cycle?

No. At this time, we would not anticipate changing the evaluation cycle of employees.

12. What is the timeline for transfers and reassignments to take place?

Once the Board acts on September 19th, staff meetings will be held at the respective elementary and middle schools that will be closed. Following that, community meetings will be held. The Personnel Department will work with the respective union leadership to establish timelines for employees to visit respective sites and to begin the transition process out of their current location.

13. When my school closes and if I have a new position or grade level, will I be given time to learn the new curriculum?

There will be opportunities before the change occurs for certificated and classified staff to have proper training and support in new positions or grade levels.

14. When will my school actually be closed?

The elementary school selected for closure will remain open through 2006-07 and will be closed at the start of the 2007-08 school year. The middle school selected for closure will remain open in 2007-08 and will be closed at the start of the 2008-09 school year.

It is clear that closing schools will impact students, parents and employees in different ways. Minimizing the negative impact on employees is the goal of the Superintendent and the District as a whole. The Personnel Department will do everything it can to ensure that employees are supported through this process and will do all it can to keep the lines of communication open with the respective bargaining units so that this transition can be successful for all impacted employees.