



DISTRICT OF COLUMBIA  
PUBLIC SCHOOLS

April 2015

# School Staff Reductions

DCPS Strategic Staffing Team



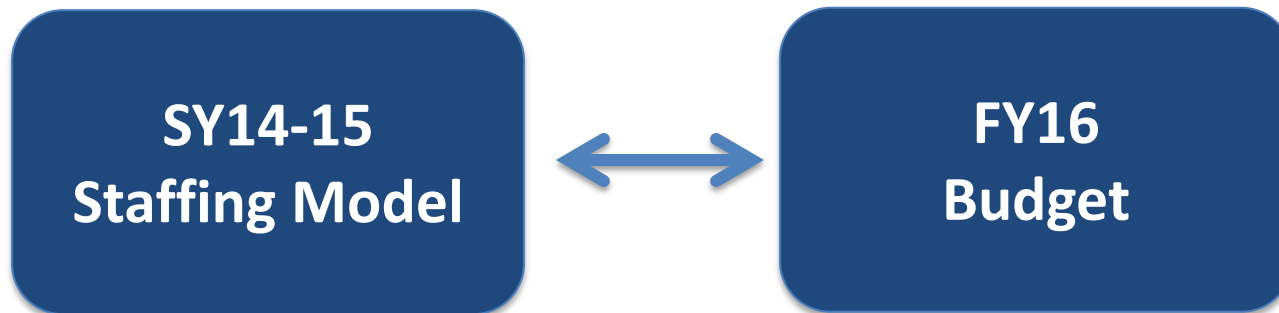
# Agenda

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- **Background**
- WTU Excessing
- Non-WTU Reduction in Force
- Next Steps and Timeline for School Leaders
- Questions

## What are staff reductions?

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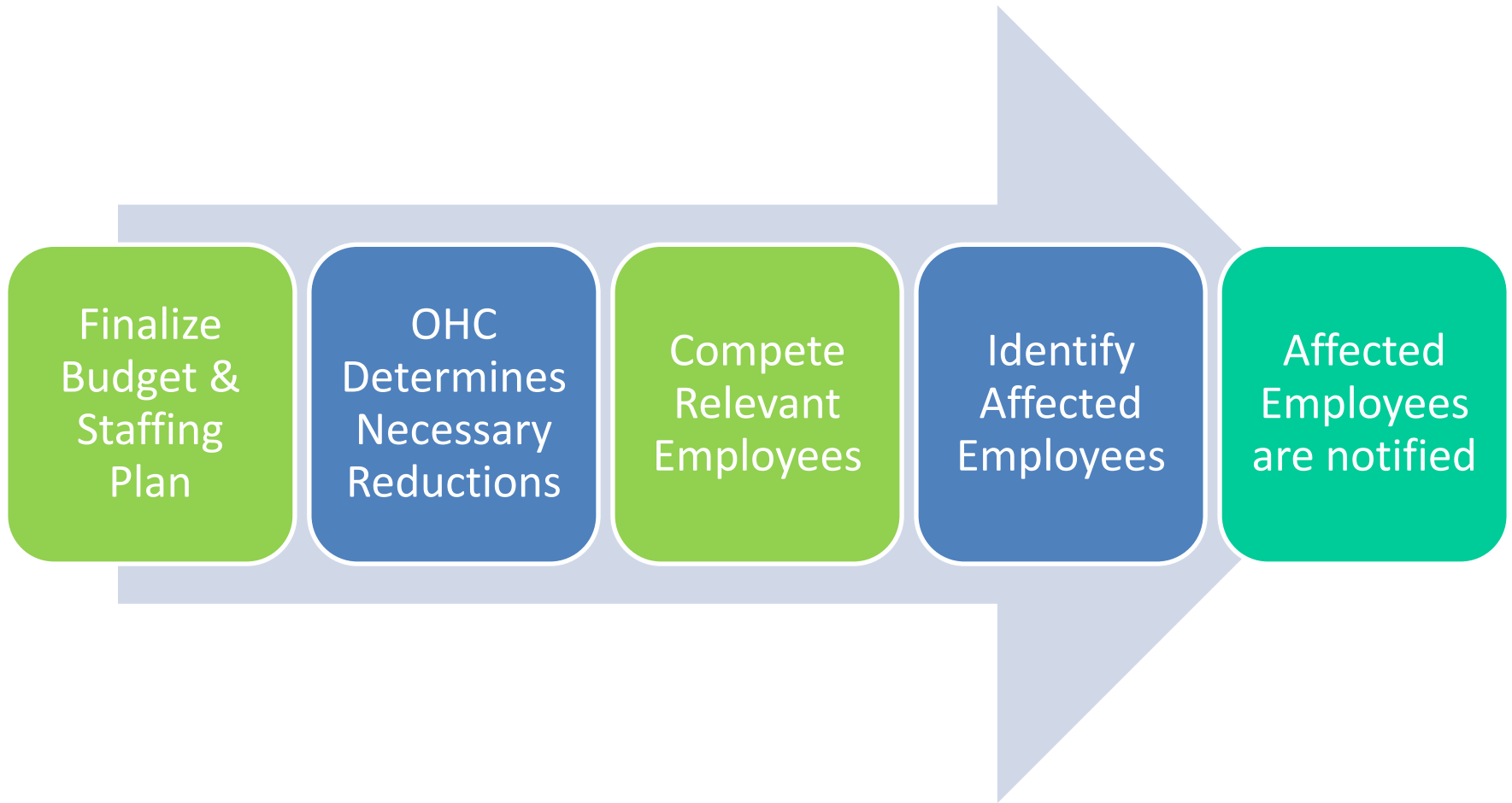
### *Guiding Principles*

- Treat employees fairly and consistently, particularly when competing for positions
- Comply with contractual and legal requirements
- When possible, make decisions to help schools retain effective staff

# Key Definitions

<b>Staff Reduction</b>	The elimination of a <b>position</b> at a particular school due to: 1) Decline in student enrollment 2) Reduction in the local school budget 3) Closing, consolidation, or restructuring 4) Change in the local school program
<b>Excessing</b>	The reductions process for WTU positions, per collective bargaining agreement
<b>Reduction in Force (RiF)</b>	The staff reductions process for all other positions, as defined in the <b>DC Municipal Regulations (DCMR)</b>
<b>Competitive Level Documentation Form (CLDF):</b>	Rubric used to conduct RIF's.

# Overview of Staff Reductions

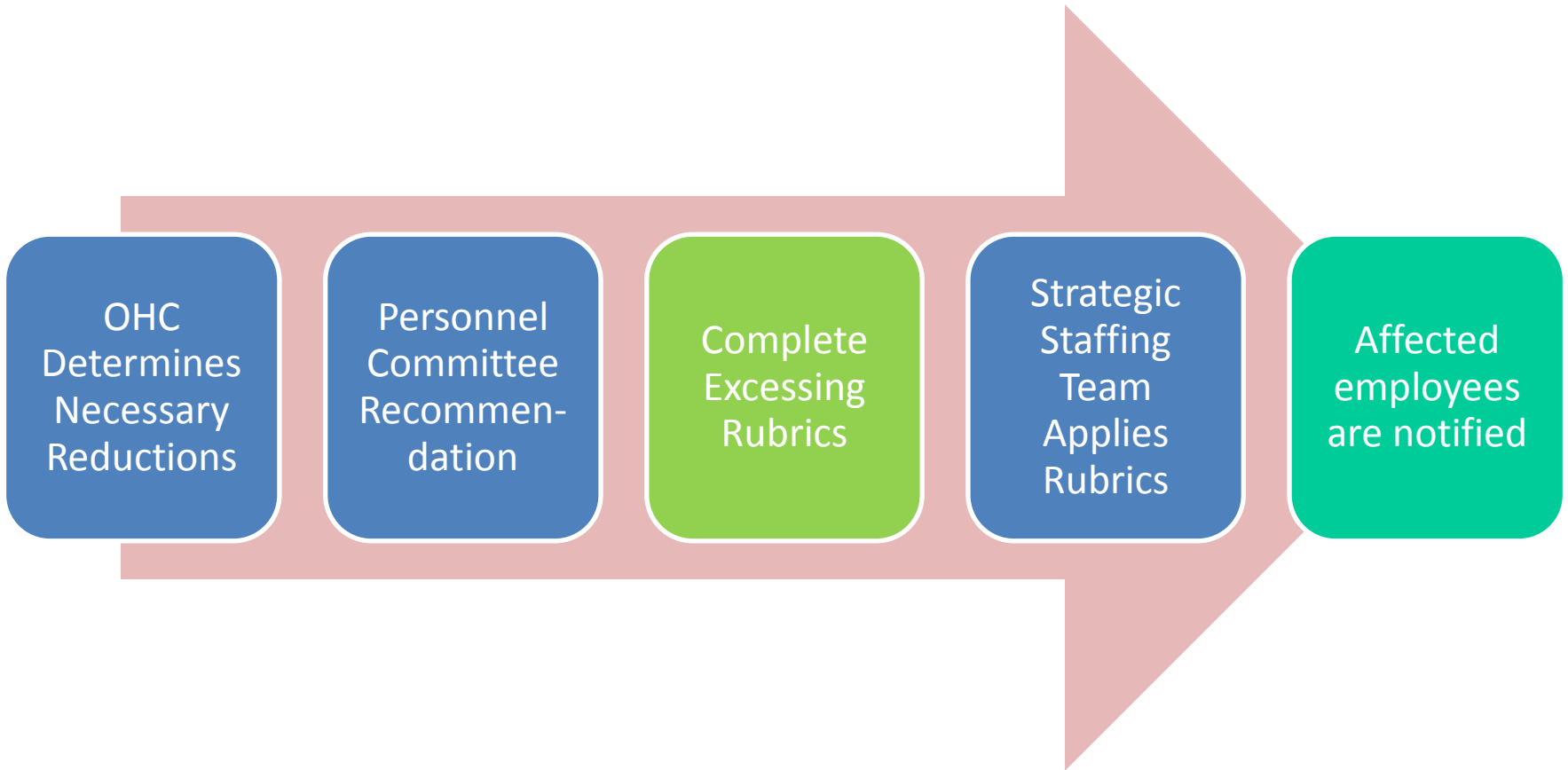


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# WTU Excessing Overview



# More on Personnel Committees

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- The members of the Personnel Committee (PC) will include:
  - The Principal or his/her designee;
  - The WTU Building Representative or his/her designee;
  - Any one Department Head or grade level chairperson, or his or her designee;
  - At least one additional Teacher, but not more than four (4), elected by the WTU chapter at the school; and
  - A parent of a current student mutually agreed upon by both the WTU Building Representative and the Principal
- The PC will **make a recommendation** as to which Teachers is excessed. This recommendation will be forwarded to the Principal, who will consider the recommendation in making the excessing decision.
- **Teachers in the affected area may submit evidence** to the PC for their consideration.
- An individual who is in the affected area shall recuse him or herself from the PC for this decision



# WTU Excessing Rubric

Category	Rating	Points
1) Previous Year's Final Evaluation	Highest (HE)	50
	Second Highest (E)	40
	Third Highest (D)	30
	Fourth Highest (ME)	20
	Lowest (I)	0
2) Unique Skills and Qualifications	High	20
	Medium	10
	Low	0
3) Other Contributions to the Local Educational Program	High	20
	Medium	10
	Low	0
4) Length of Service*	20+ Years	10
	10-19 Years	5
	1-9 Years	1

Human Capital will pre-populate IMPACT data in the Reductions Tool.

Principal will document these characteristics.

Human Capital will pre-populate service data in the Reductions Tool.

\*Individuals with DC residency at the time of excessing will receive a five-year service credit. Individuals with veteran status at the time of excessing also will receive a five-year service credit.

# WTU Excessing: Principal Factors

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Components of the Excessing Rubric documented by the principal:

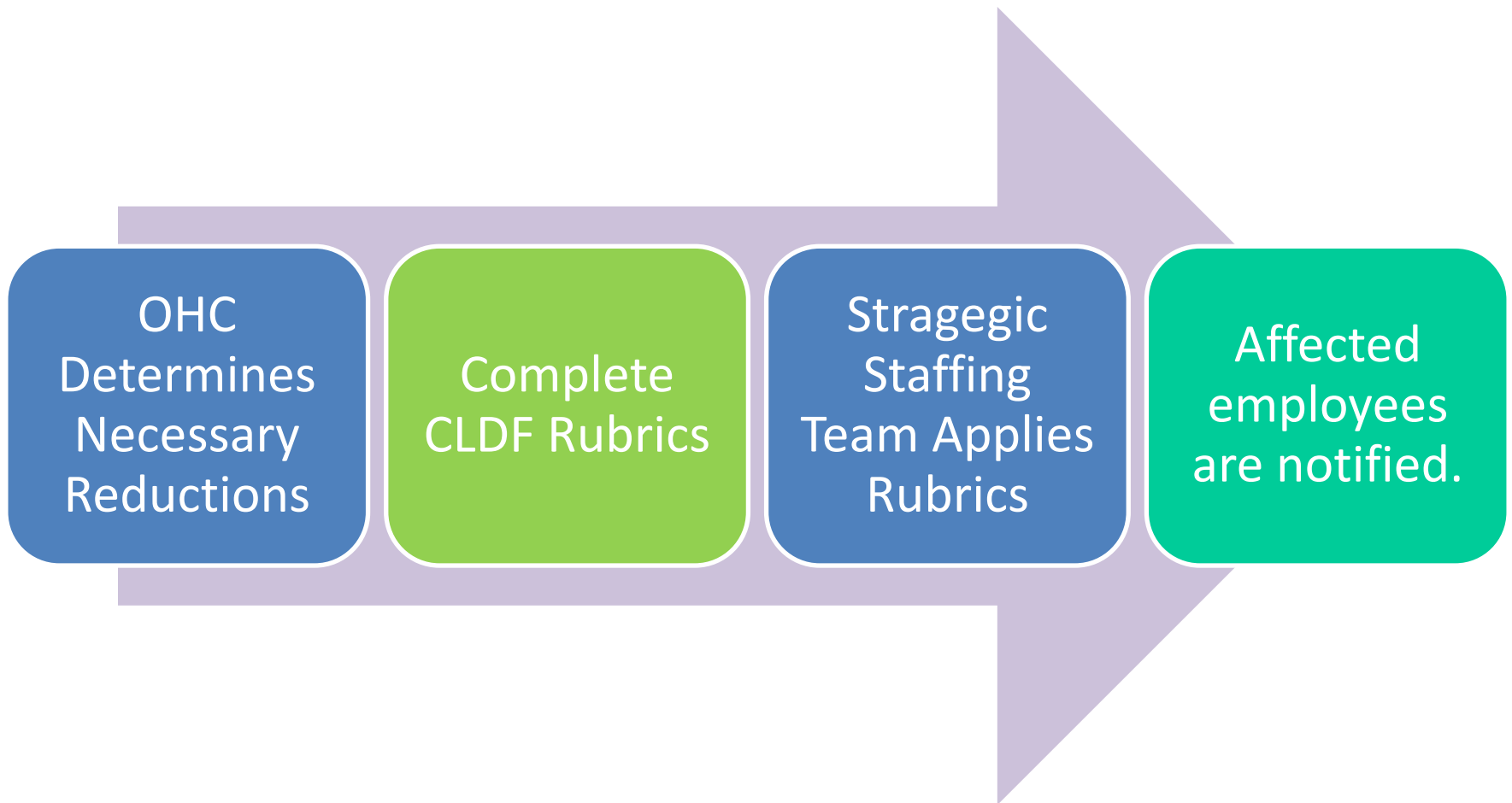
- Unique skills and qualifications (max. 20 pts.)
  - Licenses or degrees beyond requirements
  - Skills developed from other training or employment relevant to the work and not shared by a majority of other employees in the same area
  
- Other contributions to local school program (max. 20 pts.)
  - Creating a program or activity, organize and implement: e.g., after-school tutoring, school clean-up or recycling program, community outreach to impact the school

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# Non-WTU RIF Overview



# Admin and Support Staff Reductions Rubric

Category	Rating	Weighting
1) Relevant significant contributions, accomplishments, or performance	Highest (HE)	50%
	Second Highest (E)	
	Third Highest (D)	
	Fourth Highest (ME)	
	Lowest (I)	
2) Office or School Needs	High	20%
	Medium	
	Low	
3) Relevant supplemental professional experience as demonstrated on the job	High	20%
	Medium	
	Low	
4) Length of Service*	20+ Years	10%
	10-19 Years	
	1-9 Years	
*Individuals with DC residency at the time of the competition will receive a five-year service credit. Individuals with veteran status at the time of the competition also will receive a five-year service credit.		

Human Capital will pre-populate IMPACT data in the Reductions Tool.  
 Note: This score is *year-to-date* information from SY14-15

Principal will document these characteristics.

Human Capital will pre-populate service data in the Reductions Tool.

# Admin and Support Staff: Principal Factors

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Components of the rubric documented by the principal:

- *Relevant significant contributions, accomplishments, or performance\**
  - *School- or district-wide awards the employee has won*
  - *Created and implemented a new program or activity*
- **School needs (20%)**
  - Licenses or degrees beyond what is required
  - Skills used on the job not held by a majority of other employees in the same area
- **Supplemental experience as demonstrated on the job (20%)**
  - Learning a foreign language to be able to communicate more effectively with students and families
  - Improving a business process

\*Performance Score is prepopulated by Strategic Staffing. You may only provide justification to *increase* the score

# Overview: WTU vs. Admin & Support Staff

## WTU Employees (ET-15s)

- 60-day window to find a new position
- Excessing options for eligible employees
- Not eligible for severance

## Admin. & Support Staff\*

- Mutual Consent does *not* apply
  - Employees *may* be placed by job type
- Eligible for severance

\*Excludes Assistant Principals

# OGC Guidance

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- **Do's:**

- Be as specific as possible when you write rubric justifications
- Be consistent in the way you score each employee.

- **Don'ts:**

- Do not copy and paste the same exact verbiage when writing justifications (unless citing “None observed”)
- Do not use the employee's name when scripting justifications.
- Do not use negative comments when justifying the way you've rated an employee, unless you have the ability to demonstrate why the employee is receiving the negative comments through documentation or personal knowledge.



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# The Reductions Tool: Dashboard

- Log onto octo.quickbase.com

The screenshot shows a web browser window with the URL <https://octo.quickbase.com/db/main?a=myqb>. The page title is "My Apps in OCTO". A red callout box on the left points to the "DCPS School Based Staff Reduction Tool" icon. A tooltip for the "FY14 School Budget Application" is visible, showing it is managed by [sudheer.keshetty@dc.gov](mailto:sudheer.keshetty@dc.gov) and last visited on April 1. A vertical "feedback" button is on the left side of the dashboard.

Application Name	Managed By	Last Visited	Status
DCPS School Based Staff Reduction Tool			Active
IMPACT: 2011-2012 System (Central Office)			Active
FY14 School Budget Application	sudheer.keshetty@dc.gov	April 1	Active
UELIP Associate Request Form			Active
FY13 - DCPS CFO Budget			Active
DCPS Central Office Online Application			Active
Data Analytics Tracker			Active
OCA Hiring Protocol			Active
DCPS Website Update Requests			Expired
DCPS Central Office Talent Management System (TMS)			Expired
TCTL Application			Expired
Capital Budget Review Application			Expired

# The Reductions Tool: Dashboard

Personnel Committee Chair email address  [SAVE](#)

**PC Chair**

■ Reducing Positions    
 ■ No Change    
 ■ Increasing Positions

**Status of competition**

**Competitive level**

**Indicates that position is neither increasing nor decreasing**

**Indicates that position decreasing**

**Indicates that position increasing**

**Click here to view affected staff**

Position	▲	FTE			Head Count			Status	View Staff
		FY13	FY14 Budgeted	Net ▲	FY13	FY14 Budgeted	Net ▲		
Administrative Officer	<span style="color: red;">■</span>	1	0	-1	1	0	-1	Not Required	<a href="#">View Staff</a>
Afterschool Coordinator	<span style="color: green;">■</span>				0			Not Required	<a href="#">View Staff</a>
Aide - Library/Technology	<span style="color: green;">■</span>	1	1	0	1	1	0	Not Required	<a href="#">View Staff</a>
Aide - SPED	<span style="color: red;">■</span>	6	5	-1	6	5	-1	Not Started	<a href="#">Edit Staff Rubric</a>
or Technician	<span style="color: gold;">■</span>		1	1	0	1	1	Not Required	<a href="#">View Staff</a>
ess Manager	<span style="color: red;">■</span>	0.5	0	-0.5	1	0	-1	Not Required	<a href="#">View Staff</a>
Coordinator - Program	<span style="color: gold;">■</span>		1	1	0	1	1	Not Required	<a href="#">View Staff</a>

# Reductions Tool: Competition

DCPS HR

https://octo.quickbase.com/db/bht3ym8nz?a=q&qid=6&nv=2&v0=421&v1=teng&f=-1&h=-1

DISTRICT OF COLUMBIA  
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<-- Back to dashboard  
School Name: Test - Kelly Miller MS  
Competitive Level: Teacher - English  
FTE Excessing : -1  
# of Head Count Excessing: -1

Name	Employee PeopleSoft ID	Personnel Committee Recommendation	Excessing Rubric	Final Score	Completed?
[REDACTED]	69883		Edit/View Rubric		
[REDACTED]	49990		Edit/View Rubric		
[REDACTED]	63208		Edit/View Rubric		
[REDACTED]	65898		Edit/View Rubric		
[REDACTED]	66459		Edit/View Rubric		

Competitive level

Click here to begin completing rubrics

# of people being reduced

Status of each rubric

# Reduction Tool: Completing the Rubric

<-- Back to dashboard  
School Name: Kelly Miller MS  
Competitive Level: Teacher - English  
FTE Excessing : -1  
# of Head Count Excessing: -1

**Will display a check mark once PC Chair makes recommendation**

**Status of individual Rubric**

Name	Employee ID	FTE	Personnel Committee Recommendation	Excessing Rubric	Final Score	Completed?	Last Modified
[Redacted]	69883	Full Time		<a href="#">Edit/View Rubric</a>			

**Name of competing employee**

Category	Points	Rating	Comments
Previous Year's Evaluation	50	Highest (Highly Effective)	
Unique Skills and Qualifications		Select One...	<input type="text"/>
Other Contributions to the Local Educational Program		Select One...	<input type="text"/>
Length of Service	1	1-9 Years	

By signing my initials, I verify that I truthfully completed all categories applicable.

[SAVE](#)

**2. Enter justifications here**

**1. Utilize dropdowns to select appropriate score**

**3. Enter initials upon completion of rubric**

[Redacted]	49990			<a href="#">Edit/View Rubric</a>			
[Redacted]	63208	Full Time		<a href="#">Edit/View Rubric</a>			

# Reductions Tool: Verify Completion

Name	Employee ID	FTE	Personnel Committee Recommendation	Excessing Rubric	Final Score	Completed?	Last Modified
[Redacted]	63208	Full Time		Edit/View Rubric			
[Redacted]	65898	Full Time					
[Redacted]	66459	Full Time		Edit/View Rubric			
[Redacted]	49990	Full Time		Edit/View Rubric	65	Sign Off	2-31-2013 20:54:8
[Redacted]	69883	Full Time		Edit/View Rubric	91		2-31-2013 20:54:12

Rubrics yet to be started

Final score for completed employee. Scores display from lowest to highest

Click to confirm final score (after all rubrics in the group are complete)

After Principal sign off, rubric locked

# Timeline

<b>Action</b>	<b>Target Date</b>
Principals complete rubrics	April 9 – April 22, 2015
Optional Technical Assistance Sessions	April 13 <sup>th</sup> , 15 <sup>th</sup> and 21 <sup>st</sup> .
NEW Positions Open for Hire	40/40 Schools: Friday, April 3 <sup>rd</sup> . All Others: Friday, April 10 <sup>th</sup> .
Deadline for internal promotion requests to prevent RIF/Excess	May 1, 2015
Staff Reductions Finalized	May 8, 2015
Notification to affected employees	May 15, 2015

# Questions

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