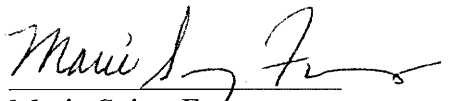
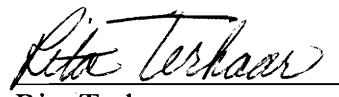


MEMORANDUM OF UNDERSTANDING
BETWEEN
DEPARTMENT OF DEFENSE EDUCATION ACTIVITY
AND
OVERSEAS FEDERATION OF TEACHERS

Placement of Excessed Employees and VERA/VSIP Approval
School Year 2013-2014

The Department of Defense Education Activity (DoDEA) and the Overseas Federation of Teachers (OFT) hereby agree that the Placement of Excessed Employees and VERA/VSIP Approval School Year 2013-2014 will be implemented consistent with the attached instructions dated November 15, 2013.


Marie Sainz-Funaro
OFT President 18 Nov 2013

 18 Nov 2013
Rita Terhaar
Acting Human Resources Director

Placement of Excessed Employees and VERA/VSIP Approval
School Year 2013-2014

Employees will be identified excessed based on the official, school-level staffing document for their assigned school under existing procedures.

Overall Rules:

Covered Employees:

These procedures apply to permanent school-level teachers, counselors, specialists, assessors, educational technologists, speech pathologists, school psychologists, school nurses, and other professional educators in a school.

Employees Not Covered:

School Administrators, above-school-level educators and General Schedule employees are not eligible to apply for VERA/VSIP under these procedures. *(Note: Excess General Schedule employees are not covered under this plan.)*

Employees Eligible to Apply for VERA/VSIP:

All permanent school-level educators are eligible to apply for VERA/VSIP (herein referred to VERA/VSIP applicants). This includes eligible employees who are declared excess to the needs of their school or who are declared excess because of a school closure. Two opportunities will be open for teachers to apply for VERA/VSIP:

1. Permanent school level educators at closing schools
2. Permanent school level educators occupying excess positions or positions that if vacated would clearly result in the placement of an excess permanent school level educator.

Requirements:

1. Eligible employees who are declared excess will be offered a VERA/VSIP which can be accepted or declined. If declined, eligible excess employees will be considered in District Phase 2 placement described below.
2. Eligible employees who are not excess and apply for a VERA/VSIP will be ranked in the order of their Service Computation Date (SCD). In the event more than one employee has the same SCD, a tie breaker will be used to rank-order the VERA/VSIP applicants. The tie-breaker will be determined by the union/management placement team.
3. Eligible excess employees may list, in priority order, the teaching categories for which they are qualified and wish consideration.
4. Placements will be made in the following order: Current District, Current Area, DoDEA-wide. Geographical preferences will be considered to the extent possible within this order of placement. Eligible excess employees may list their desired geographical preferences in priority order. Preferences may be listed in any or all of the following ways: Worldwide, District (e.g., Bavaria), Area (e.g., Europe), country (e.g., Germany), and individual school (e.g., Kinnick High School, Japan), DDESS complex (e.g. Fort Bragg, North Carolina) DDESS School (e.g., Devers ES, Fort Bragg). Placement in DDESS will not be made unless excess employees specifically list a DDESS location(s).




Placement of Excessed Employees and VERA/VSIP Approval
School Year 2013-2014

5. Excess employees in Guantanamo Bay, Cuba, will be considered as part of the Isles District and Europe Area for placement under this program.
6. All educators will be notified of their teaching category/categories for SY 2014-2015. Should there be a change in the teaching category for the educator's SY 2014-2015 assignment, the VERA/VSIP applicant will be matched to that new assignment. No more than two teaching categories may be used for the match. This must occur prior to the applicant applying for VERA/VSIP. No change in teaching category/categories will be allowed after the VERA/VSIP application window has closed.
7. Excess employees who wish consideration for a position in the virtual school will be made an offer contingent upon an additional review/interview/and approval by management for the position.
8. Placement consideration will be given to excess employees with a medical condition. Excess employee must submit the supporting medical documentation at time of application.
9. Spouses/same sex domestic partner excess employees - **Both employees declared excess:**
 - a. Both spouses/same sex domestic partners may request joint consideration.
 - b. They will be ranked by the SCD of the spouse/same sex domestic partner with the most service.
 - c. Every effort will be made to place excess spouses/same sex domestic partners within the same geographic location based on teaching categories.
10. Spouses/same sex domestic partner excess employees – **One employee is declared excess:**
 - d. The non-excess employee may **not** be considered for a VERA/VSIP or vacancy under this program.
 - e. The non-excess spouse/same sex domestic partner may be granted "leave without pay" to accompany an excess spouse/same sex domestic partner to the new location.
 - f. The excessed spouse/same sex domestic partner is encouraged to consider locations that would provide the best opportunity for a possible opening for the spouse/same sex domestic partner.
11. All excessed employees will be placed in permanent positions.
12. Retained pay will be granted to excess employees if applicable.
13. All requests for waiver of transportation agreement will use the attached template to receive approval of their transportation agreement waiver. (**Attachment 1**)

Round 1

Phase 1: VERA/VSIP Approval

1. All eligible excess employees will be offered VERA/VSIP first. No further placement consideration is given to those who accept a VERA/VSIP offer.
2. Those who decline the VERA/VSIP offer will move to District Placement Phase 2.

MSK
RTM

Placement of Excessed Employees and VERA/VSIP Approval
School Year 2013-2014

Phase 2: District Placement Consideration

1. Excess employees who wish to remain in their current District will be considered first based on their SCD and in consideration of their teaching and geographical preferences. Excess employees will be matched to District:
 - a. Vacancies.
 - b. VERA/VSIP applicants' teaching categories, or
 - c. Positions occupied by employees on NTE appointments.
2. The remaining excess employees in the District will be considered for placement based on their SCD and in consideration of their prioritized teaching and geographical preference in any remaining District:
 - a. Vacancies.
 - b. VERA/VSIP applicants' teaching categories, or
 - c. If a placement cannot be made within the District, the excess employees will be considered for placement in the Area, in order of their prioritized teaching and geographical preferences. See Area Placement Phase 3.

Phase 3: Area Placement Consideration

1. Excess employees who wish Area placement will be considered first, by SCD and in consideration of their prioritized teaching and geographical preferences by:
 - a. Vacancy.
 - b. VERA/VSIP applicants' teaching categories.
 - c. Positions occupied by employees on NTE appointments by:
 1. District
 2. Area.

The remaining excess employees in the Area will be considered for placement based on their SCD and in consideration of their prioritized teaching and geographical preferences for any remaining current Area:

- Vacancies.
- VERA/VSIP applicants' teaching categories, or
- If a placement cannot be made within the Area, the excess employees will be considered for placement worldwide, in order of their prioritized teaching and geographical preferences. See Area Worldwide Placement Phase 4.

Phase 4: Worldwide Placement

1. Excess employees who wish worldwide placement will be considered by SCD and in consideration of their prioritized teaching and geographical preferences by.
 - a. Vacancies
 - b. VERA/VSIP applicants' teaching categories.
2. Excess employees who wish DDESS placement will be considered for placement in order of their prioritized teaching and geographical preferences. If the employee matches to

MSF
RTH

Placement of Excessed Employees and VERA/VSIP Approval
School Year 2013-2014

their teaching category and geographical preference, the employee will be required to accept the placement.

3. Excess employees who were not placed in the Worldwide Placement Phase and who listed one or more DDESS locations in their preferences will be informed of any vacancies in any other DDESS location that matches their teaching preferences. The employee can choose to accept or reject this offer. If rejected, the excess employee will be placed in Round 2
4. All excessed employees who were not placed in the Worldwide Placement, will move to Round 2.

Round 2

1. Positions occupied by NTE appointments will be used to place any excess educator in consideration of the excess educator's prioritized teaching and geographical preferences by:
 - a. District.
 - b. Area.
 - c. DoDDS
2. No local/CONUS hire will be appointed until the request is cleared through the Excess Placement Program.

Notification of Placement

1. Educators who have been placed against a vacancy will be notified of their reassignment within 24 hours.
2. Educators who have been placed against a VERA/VSIP applicant will be notified within 48 hours of acceptance of the VERA/VSIP applicant
3. Management will immediately contact the principal when an NTE is displaced so that the principal may notify the NTE that his/her position will not be renewed. Those educators who were placed in a slot encumbered by an NTE will be notified within 72 hours.

Reconsideration

1. Reconsideration will be given to excessed employees who:
 - a. Requested to remain in the District but were placed outside of District.
 - b. Requested to remain in the Area but were placed worldwide.
 - c. Requested worldwide but were placed in a position outside their geographic preference during the DoDEA Worldwide placement (for example, Teacher requested Okinawa and was placed in Korea).
 - d. Employees who were excessed last school year and have been identified as excess this year may apply for reconsideration to receive a higher location preference. Using only the location preferences included on the employee's application, employees who were placed within the district may request reconsideration for a higher location preference within the district; employees who were placed within the area may request reconsideration for a higher location preference within the area; and employees who were placed



Placement of Excessed Employees and VERA/VSIP Approval
School Year 2013-2014

worldwide may request reconsideration for a higher location preference world-wide.

- e. Excessed employees with non-excessed spouses/same sex domestic partners may request reconsideration to a larger complex. If placed in the district, reconsideration is limited to a larger complex within the district. If placed within the area, reconsideration is limited to a larger complex within the area. If placed worldwide, reconsideration may be requested for a larger complex worldwide.
2. No reconsideration will be given to excess employees who received placement based on a VERA/VSIP approval, unless that vacancy can be utilized by another unplaced excessed employee.
3. Reconsideration will be given until June 1, 2014. Reconsideration placement will only be granted where this is fiscally prudent.

not
RTA