



SAEOP Contract Review – Know Your Rights

Information to keep in mind given the school closure proposal by SPS

Art. II.A.4: BLT/PLT

Ensures inclusion of classified staff on the Building Leadership Team; identifies the Building Leadership Team as the owners of the Decision-Making Matrix for site-based decisions that meet the needs of the school; empowers the SEA-represented positions to vote on critical decisions like Budget.

Art. II.A.5: Racial Equity Team

Ensures inclusion of classified staff on the Racial Equity Team including options to alter classified schedules and office coverage; identifies the role of the RET as facilitator of disproportionality and inequity conversations

Art. II.A.7: Building Safety Teams

Identifies SAEOPs are crucial members of the ideal Building Safety Team

Art. IV.A.8 & 9: Early Dismissal

Requires collaboration between SAEOPs and school leaders to ensure participation and release for job-alike days

Art. IV.C: Workload Management

Provisions supporting shared understanding of work distribution and daily schedules; provides process for resolving workload concerns and the development of office staffing plans; Art. IV.C.10 specifically identifies the role of office staffing plans in the budgeting and staffing process

Art. IV.G.2: Termination

Requires two weeks' notice and cause when terminating SAEOP staff

Art. V.E: Reclassification

Outlines the process for reviewing and evaluating job descriptions and classifications; requires an explanatory conference with employees whose positions have been reclassified, collaboration with SEA and HR, and decisions about classification in writing

Art. VI - Vacancy, Hiring and Transfer

Article explains mid-year vacancy hiring and outlines the phased hiring process allowing displaced employees to be considered for open positions as internal candidates; explains Career Ladder positions and opportunities; outlines the process and requirements for voluntary



transfers to vacant positions; contains provisions outlining Administrative Transfers, including those made by HR administrative decision

Art. VII - Staff Adjustment, Displacement, Layoff, Recall

Describes categorizing SAEOP staff into job group for the purpose of defining job titles, identifying similar job titles, and determining seniority

Art VII.C.1 – Seniority

Defines how seniority is calculated

Art. VII.E.3 – Program Movement or Closure

Outlines the process for moving all employees associated with a program that moves worksites; includes language for staff displacement as a result of school closure, specifying “employees displaced a result of school closure will select in their own seniority order” from open vacancies “before any other step of the staffing process occurs”

Art. VII.F – Layoff

Defines the developments that may necessitate layoff, including funding concerns; requires SPS to inform SEA and meet to review all changes; identifies the criteria and procedures for layoff

Art. VII.I – Placement of Displaced Staff

Outlines the guidelines for staff placement allowing displaced SAEOPs to select option positions at their salary schedule or below or opt to sign a waiver to be placed on the recall list; identifies opportunities to seek retraining at SPS expense; defines the displacement pool and opportunities to substitute if not assigned by the first day of the following school year

Appendix N - Hiring and Retain Educators of Color

SPS and SEA’s agreement to support hiring and staffing of educators of color and supporting racial equity