

11/21/2017

## **MOA – STREAMLINED INTERVIEW & SELECT PROCESS (NEW)**

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This Memorandum of Agreement (MOA) is entered into by and between Minneapolis Public Schools, Special District No. 1 (District,) and the Minneapolis Federation of teachers (Union,) to specify certain terms and conditions relating to the Interview & Select staffing process.

**WHEREAS**, the current collective bargaining agreement between the District and the Union specifies the Interview & Select process; and

**WHEREAS**, the District and the Union have a shared interest to improve and streamline the Interview & Select process to provide the greatest opportunities for teachers to serve in assignments where they can be successful; and

**WHEREAS**, the District and the Union have committed to collaborate to create a refined Interview & Select process;

**NOW THEREFORE**, be it resolved that the parties agree to the following terms:

1. **Implementation of streamlined Interview & Select Process.** The streamlined Interview & Select process initiated by this MOA shall be in effect for the next two (2) staffing cycles, staffing for the 2018-19 and 2019-2020 ~~2016-2017, and 2017-2018~~ school years.
2. **Timeline for streamlined Interview & Select Process.** The parties agree to create a streamlined Interview & Select process with the following components:
  - a. The schedule for postings, interviews and transfers to occur will be reviewed at contract administration. Once finalized, the schedule will be posted online and emailed to staff.
  - b. Within 10 duty days after the District's Budget Tie Out (BTO) deadline, the catalogue of open positions will be posted online for teachers to begin the application process. The catalogue will be sent to the Union and principals. The catalogue of open positions will be open for five (5) duty days. Candidates shall go online to upload their resume and sign up for interviews for positions.
  - c. Approximately five (5) duty days after the positions have been released and teachers have applied for interviews, Round 1 interviews will be conducted in 1 - 2 days at a central location to be determined. Round 1 will only be open to internal candidates with current teaching assignments and early contracts in teacher shortage areas as defined by the Minnesota Department of Education and as demonstrated by the School District. ~~No teachers with an early contract shall participate in Round 1.~~ Teachers will receive an email notification from the posting system informing them of the job offer. Teachers will have forty-eight (48) hours to accept or decline the job offer. Teachers shall go online to the posting system and accept or decline the position.

- d. Approximately five (5) duty days after Round 1 has concluded, a catalogue of open positions will be posted online for teachers to begin Round 2. The catalogue will be sent to the Union and principals. The catalogue of open positions will be open for five (5) duty days. Candidates shall go online to upload their resume and sign up for interviews for positions.
  - e. Approximately five (5) duty days after positions for Round 2 have been posted, Round 2 interviews will be conducted in 1 - 2 days after school at a central location to be determined. Round 2 will be open to internal candidates with current teaching assignments and those with an early contract who have the requisite license(s) or appropriate documentation in lieu of the license indicating the acquisition of the license(s) by July 1 for the upcoming school year. Teachers will receive an email notification from the posting system informing them of the job offer. Teachers will have forty-eight (48) hours to accept or decline the job offer. Teachers shall go online to the posting system and accept or decline the position.
  - f. Approximately five (5) duty days after the conclusion of Round 2, the District and the Union will initiate the matching and placement processes as designated in the collective bargaining agreement.
3. **Teacher Movement.** Teachers will be allowed to accept only one assignment (~~1~~) one time during the streamlined Interview & Select process (i.e., two rounds).
  4. **Interview Teams.** The Union Stewards and site administration shall have flexibility to create interview teams to meet the needs of their interview schedules, such as using blended teams of teachers at various grade levels to accommodate a high volume of interviews during the interview period each round. The selection of teachers on the interview team shall be governed by the collective bargaining agreement.
  5. **Labor-Management Committee.** The District and Union will form an Interview & Select labor-management committee to provide advice and counsel regarding the Interview & Select process, and help problem-solve issues relating to logistics and implementation.
  6. **All Other Terms and Conditions.** All other terms and conditions of the collective bargaining agreement between the District and the Union relating to Interview & Select shall remain in force.

**BE IT FURTHER RESOLVED**, that to the extent this MOA is a deviation from the terms of the collective bargaining agreement between the District and the Union, it shall not form the basis for any precedent that may be cited for any grievance concerning any alleged violation of the contract.