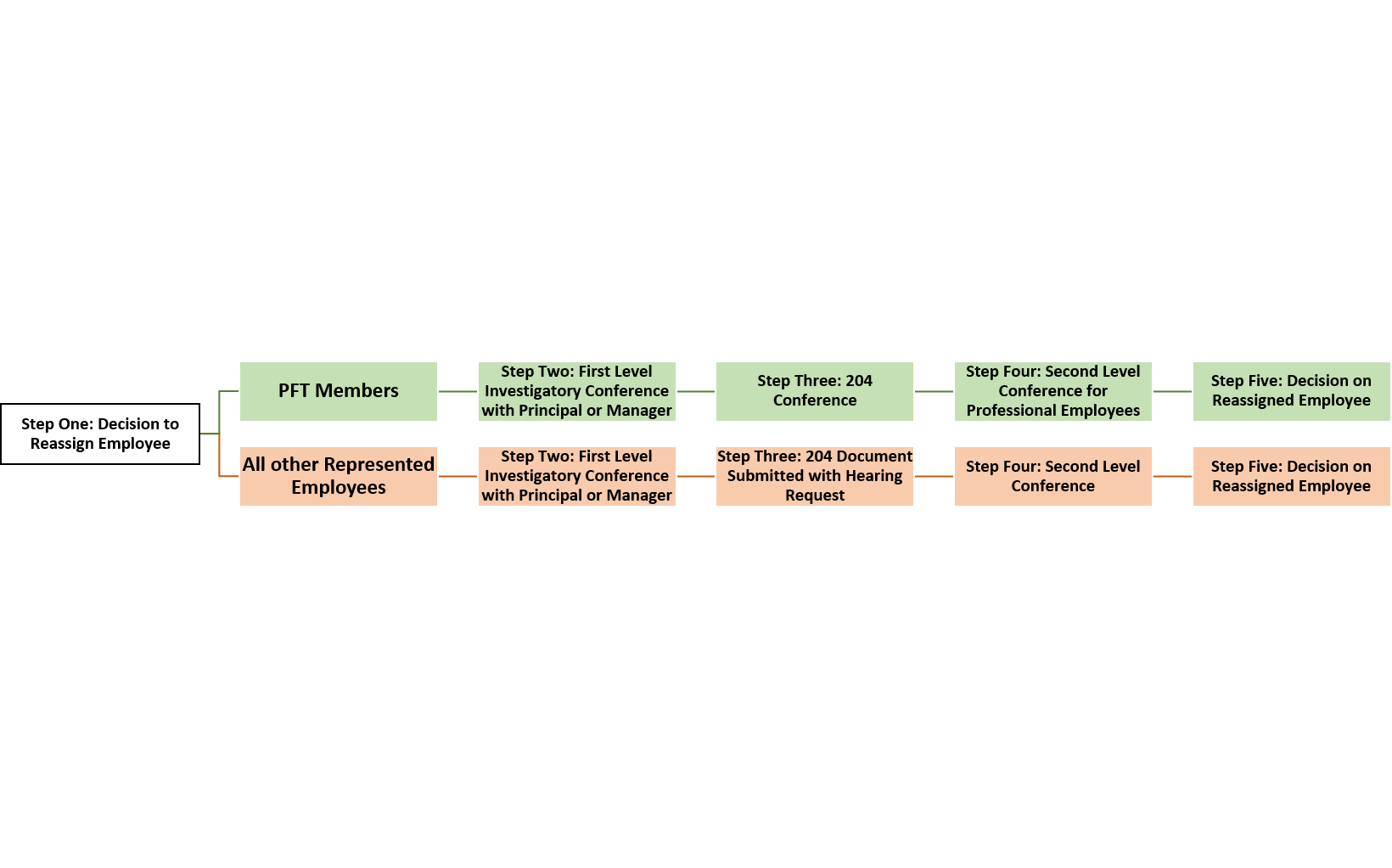
**Process Timeline for Employees Assigned to the Reassignment Room**



**Process Timeline- PFT Members**

**Step One: Decision to Reassign Employee**

* All represented employees, regardless of union affiliation, will follow step one.
* Principal, in consultation with the Assistant Superintendent and Chief Talent Officer, will determine if an employee is referred to the Reassignment Room. The final decision regarding reassignment will be made by the Assistant Superintendent in conjunction with the Chief Talent Officer.
* The decision shall be based on several factors, including but not limited to, the nature of the incident, safety of students, staff, and community, effect on school climate should employee not be reassigned, and possible negative impact on investigation.

**Step Two: First-Level Investigatory Conference (with Principal/Manager)**

* Within two weeks of decision to reassign employee, the Principal or Manager will convene an investigatory conference with the PFT.
* Principal should contact Employee Relations with any questions about due process procedures and for assistance in scheduling this conference.
* At the conclusion of this conference, Principal or Manager can schedule 204 conference with PFT employee, if necessary. This conference should convene within two (2) weeks.

**Step Three: First-Level 204 Conference**

* Within two weeks of first-level investigatory conference, principal shall convene First-Level 204 conference with employee.

**Step Four: Second-Level Conference with Assistant Superintendent**

* At the same time as First-Level 204 conference is being scheduled and held, Principal should request a Second Level Conference.
  + **For Professional PFT employees,** Principal submits cover member with 204 and supporting documents to Assistant Superintendent to schedule Second-Level Conference.
  + **For all other PFT represented staff,** Principal submits cover member with 204 and supporting documents to to Tracie Gardner ([tgardner@philasd.org](mailto:tgardner@philasd.org)) to schedule Second-Level Conference.
* Second-Level Conference should be convened within two (2) weeks of First-Level 204 Conference and will be held on designated day of the week. Tracie Gardner will be the Hearing Officer for this conference.

**Step Five: Decision on Reassigned Employee**

* Within two (2) weeks of Second-Level Conference, Assistant Superintendent will issue the Conference Summary.
* The possible decisions from a Second-Level Conference are as follows. All decisions will be carried out before the official letter is drafted and sent home to employees.
  + The reassigned employee may be returned to the original work location;
  + The reassigned employee may be transferred;
  + The reassigned employee may be sent home (if termination is the ultimate recommendation)

**Process Timeline- All Other Represented Employees**

**Step One: Decision to Reassign Employee**

* All represented employees, regardless of union affiliation, will follow step one.
* Principal, in consultation with the Assistant Superintendent and Chief Talent Officer, will determine if an employee is referred to the Reassignment Room. The final decision regarding reassignment will be made by the Assistant Superintendent in conjunction with the Chief Talent Officer.
* The decision shall be based on several factors, including but not limited to, the nature of the incident, safety of students, staff, and community, effect on school climate should employee not be reassigned, and possible negative impact on investigation.

**Step Two: First-Level Investigatory Conference (with Principal/Manager)**

* Within two weeks of decision to reassign employee, the Principal or Manager will convene an investigatory conference with the appropriate union.
* Principal should contact Employee Relations with any questions about due process procedures and for assistance in scheduling this conference.
* At the conclusion of this conference, Principal or Manager can submit 204 document with a request for Second-Level Conference.

**Step Three: 204 Document Submitted with Request for Second-Level Conference**

* Within 5 working days of first-level investigatory conference, Principal should request a Second Level Conference. To do this, Principal submits cover member with 204 and supporting documents to Tracie Gardner ([tgardner@philasd.org](mailto:tgardner@philasd.org)) to schedule Second-Level Conference.
* Second-Level Conference should be convened within two (2) weeks of First-Level 204 Conference and will be held on designated day of the week.

**Step Four: Second-Level Conference**

* Second-Level Conference should be convened within two (2) weeks of First-Level Investigatory Conference and will be held on designated day of the week. Tracie Gardner will be the Hearing Officer for this conference.

**Step Five: Decision on Reassigned Employee**

* Within two (2) weeks of Second-Level Conference, Assistant Superintendent will issue the Conference Summary.
* The possible decisions from a Second-Level Conference are as follows. All decisions will be carried out before the official letter is drafted and sent home to employees.
  + The reassigned employee may be returned to the original work location;
  + The reassigned employee may be transferred;
  + The reassigned employee may be sent home (if termination is the ultimate recommendation)

**Request for Removal of Employee to the Reassignment Room**

Submission Date:

Employee (name and ID #):

Job Title:

Scheduled hours of work: School Name:

Principal:

Assistant Superintendent: Requested date of removal:

Principals must base their decision to request removal of employees based on one or more of the following criteria:

**Please check all criteria that apply:**

* Alleged Physical abuse of a student
* Alleged Sexual abuse of a student
* Concern for the safety of persons in the school student and/or adult
* Potential for violence by the employee, students, staff and/or parents \_\_\_\_\_\_\_\_\_
* DHS investigation requiring a Safety Plan\_\_\_\_\_\_\_\_\_\_\_

Other compelling reasons not covered above (please explain briefly)

**Approval Signatures**

Principal Assistant Superintendent Chief Talent Officer

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