

ESP BTO and Transfer Processes Spring 2026 Frequently Asked Questions

Why are there staffing changes every year?

Every spring sites receive their budget for the following school year. Staffing patterns are based on budget allocations, district priorities and student needs.

What is Budget Tie-Out?

Budget tie-out (BTO) is the process where schools and departments finalize how their resources will be allocated the following school year.

What happens when there is a reduction in force in my department/classification?

- Affected staff are canvassed in seniority order and given the opportunity to voluntarily excess themselves.
- Canvassing begins with the staff member with the highest seniority in department/classification and ends with the staff member with the lowest seniority. If a more senior staff member does not elect to take the reduction (excess) the least senior employee is excessed.

Is it possible for a Classroom Associate Educator to be excessed while a less senior Behavior Support Associate Educator's position remains intact?

Yes. Associate Educators are excessed by sub-classification area. Transportation, Media, Behavior Support, and Classroom Support are examples of AE sub-classifications.

Is it possible for a Family Liaison SSPA to be excessed while a less senior SSPA Dean position remains intact?

Yes. SSPAs are excessed by department/sub-classification area.

NEW - Special Education Assistants - MOA for 2026

For the 2026 BTO process, SEA canvassing and excessing procedures will be replaced with the following:

- SEAs across all disability areas at an affected site shall be combined into a single seniority list.
- Before any reductions occur, SEAs shall be canvassed in seniority order to determine if anyone wishes to voluntarily excess themselves.
- If no SEA chooses to be excessed, reductions shall occur beginning with the least senior SEA.
- Seniority as a SEA shall be used to determine staff reductions.

Are SEAs in One-to-One positions included in the canvassing process?

One-to-One positions continue to be considered their own department. When an SEA is hired as a One-to-One, the SEA remains with the same student throughout the student's enrollment in the District. If the student moves to a new site, the One-to-One SEA follows them. Should the student leave the district, or no longer require one-to-one support, the One-to-One is excessed.

In the reduction in force process (excessing), is my district seniority number used or the amount of time I've spent in a building or program?

It depends. Except for SEAs (see above), ESP seniority is based the employee's hire date with the District and is used for the purpose of excessing.

How does canvassing work in Minneapolis Kids?

When reductions occur in Minneapolis Kids, employees from all sites are placed on one seniority list. Employees are canvassed seniority order by classification. The least senior ESP in the classification being reduced is excessed if more senior ESPs decline the reduction.

I've been excessed. Does this mean I've been laid off?

No. Excessed ESP are still employed in the district, but do not have a position at their site due to reduction.

Are excessed employees required to fill out any paperwork?

Yes. After meeting with their administrator, excessed ESPs are asked to sign an Employee Status Change Form. Their signature indicates they have been informed of the reduction at the site, why the reduction is necessary, and why their position is being impacted.

My position was increased for next year and I do not want more hours. What happens?

When an ESP's position is increased for the following year, they will be given an Employee Status Change Form where they will indicate whether they accept the increase. ESPs who do not accept an increase in FTE, are declining employment. Consequently, they are eligible to apply for vacancies throughout the summer. If they do not secure a position during that time, they are considered to have resigned from the district.

What if my position is only partially reduced?

ESPs who have lost some of their FTE at their current site may indicate one of the following on the Employee Status Change Form:

Accept the demotion: The district will not owe the ESP additional FTE at this point, but the employee can continue to apply for other positions.

Decline the reduction and fully excess themselves. The employee will participate in the transfer process, and then participate in the placement process, if needed. The placement committee will attempt to retain the ESP's FTE to the extent possible.

How does bumping figure into process?

There is no bumping in the ESP contract. Excessed ESPs cannot claim positions of less senior ESPs.

How do I find a position?

ESPs apply for positions that are posted at the conclusion of Budget Tie-Out. ESPs can apply for any position they are interested in and qualified for. They are not limited to the classification/disability area they were excessed from or currently hold.

How do I apply for a position?

Employees will complete an online application.

Who can apply for positions that are posted during the spring posting period?

All ESPs - ESPs who are excessed and those who have a position for next fall but are interested in securing a different position. One voluntary transfer per year is allowed.

Where are the interviews?

Interviews are in person and should be offered outside of your duty day unless your site administrator is agreeable to you taking time during the workday.

What happens to my pay if I transfer to a classification with a lower salary range?

When an employee moves to a classification with a lower salary range, the salary shall be set at the step of the new classification which is closest to, but not below, the previous rate paid to the employee in the classification from which they demoted.

I was excessed and the posted vacancies are less FTE than what I held. What are my rights?

When ESP are excessed, they are entitled to the full FTE to the extent possible. In cases like this, an ESP can choose to:

- Apply/accept a position that is less FTE and sign a demotion form, or
- Remain excessed and participate in the placement process.

Excessed employees who are placed by the committee will retain their hourly allocation from their previous assignment and will be placed in positions of equal hours. **If a position of equal hours is not available, then excessed employees will be placed in the positions closest to their previously held assignments in seniority order.

I accepted a position but now see one that I like better. Can I drop a position if I'm offered another one later in the process?

No. ESP can only voluntarily transfer one time each year.

When is the last day that SEAs are allowed to voluntarily transfer?

The last day an SEA can submit their application for a posting is July 15th. However, SEA Cadres may make one mid-year transfer. See Article 20.3.7

I was excessed and accepted a position. Now my old position has been restored. Do I have rights to return? If a position is restored by an agreed upon date (determined by MFE and HR), the excessed ESP must be offered a recall to a site. The ESP has the option to accept the recall.

What if I'm excessed and don't secure a position through the spring transfer process?

Excessed ESPs who do not obtain a position during the spring transfer process will be placed in vacancies in seniority order by the Labor Management Placement Committee to the extent possible.

School Support Program Assistants (SSPA): Due to the specialized nature of SSPA assignments, these positions cannot be used for placement. Applicants must interview and be selected by the Hiring Manager. However, when an excessed SSPA has experience in another classification, they can use their accumulated seniority during the excessed placement session to return to a previously held job classification.

The Placement Committee could not place me due to a lack of positions. Will I be laid off immediately?

No. Once the placement process has concluded, all ESPs who remain excessed will continue their employment with MPS and are eligible to apply for vacant positions as internal candidates until the end of the summer. At that time, excessed ESPs without positions will be given a layoff notice.

I've been notified that I'm laid off. What happens next?

See Article 19.7. Laid off ESPs will have recall rights for thirty-six (36) months. When positions become available, laid off ESPs are recalled by classification in seniority order, with the most senior being recalled first. ESPs on the recall list will be offered positions before applicants from outside the district. SSPAs and AEs are not eligible for recall.

I still have questions, who should I contact?

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