

**Release Notes:  
Release 2.6.25**

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Release 2.6.25 includes the following updates and enhancements for myGalaxy.

### **Revised Edits for Creating Vacancies when Schools have People in Excess**

The following new rules have been implemented for Creating Vacancies when a School has placed people in Excess:

1. Galaxy will look at the Title of the Vacancy first. If the Title of the Vacancy is different from the Title of any of the people in the Excess section, Galaxy will allow the Vacancy to be created, regardless of Subject.
2. If the Titles are the same (at least one person's Title in the Excess Section matches the Title of the Vacancy) then Galaxy will evaluate whether to allow the Vacancy based on the following criteria:
  - If the School Type is **Elementary**, Galaxy will not look at Subject. It will not allow the creation of the Vacancy because it is assumed that everyone in an Elementary school in the same Title has the same license (Teacher Regular Grades (TRTRQ) have Common Branch license, Teacher Special Ed (TRTSQ) have Special Ed license)

*Example: Person is in Excess with a Teacher Regular Grades Title. If you create a Vacancy with a Teacher Regular Grades Title, Galaxy will display the following error message.*



- If the school type is **not Elementary**, and the Titles are the same, Galaxy will then look at the Subject to determine whether the Vacancy can be created. If the Subject on the Vacancy is not the same as the Subject of any person in the Excess section, the creation of the Vacancy will be allowed.

*Example: Person is in Excess in a Middle School with a Teacher Regular Grades Title and a Subject of 'Arts'. Vacancy is created for a Teacher Regular Grades Title and a Subject of 'Computer'. The Vacancy creation is allowed.*

- If the Titles are the same and the Subjects are the same and *neither of the Subjects is NA*, the Vacancy will not be allowed.

*Example: A Teacher is in Excess with a Teacher Regular Grades Title and a Subject of 'Arts'. A Vacancy is created for a Teacher Regular Grades Title and a Subject of 'Arts'. Galaxy will display the following message:*



If there is someone in Excess whose Subject is NA, every Vacancy will require ROC approval.

**NOTE:** For sections that are not Homeroom, Cluster or HS Departments, there is no Subject on the TO, and Galaxy defaults the value to 'NA'. This includes Coordinator/Supervisor/Dean, Special Needs, Professional Development, Guidance, and Leadership.

- Where the Titles are the same and *at least one of the Subjects is NA* (either the Vacancy or a person in Excess), the Vacancy will be allowed, but identified in the Line Item Approval screen as requiring ROC approval.

*Example: Person is in Excess with Teacher Regular Grade Title with a Subject of 'Arts'. Vacancy is created for a teacher regular Grade Title with a Subject of 'NA'. Galaxy will display the following message:*



**NOTE:** If there is someone in Excess whose Subject is NA, every Vacancy will require ROC approval.

- Where the Titles are the same and the Subjects are both NA (in both the Vacancy and person in Excess), the Vacancy will be allowed, but identified in the approval screen as requiring ROC approval

*Example: A Dean is in Excess with Teacher Regular Grade Title with a Subject of 'NA'. A Vacancy is created for an Intervention/Prevention Specialist in a Teacher Regular Grade Title with a Subject of 'NA'. Galaxy will display the following message:*



**NOTE:** To avoid having an inordinate number of items requiring ROC approval, it is possible to change the Subject of the person in Excess to more accurately

reflect their license. Example: If a Program Coordinator is being excessed who happens to have a Math License, you can change the Subject to Math, so that you can continue to create Reading or Science vacancies without requiring ROC approval. Anyone who has update authority for the school's TO is able to do this.

**NOTE:** Citywide Special Ed will be exempt from these edits for the moment because many licenses do not relate to Subject areas, until an alternative is identified.