



To be a World-Class School System *it takes a World-Class Team*

The e-Newsletter
of the Division of Human Resources
and Employee Relations

HR Times

Volume 1, Issue 2
April 1, 2008

Recommendation for Reappointment

As you are aware, the time for completing the *Recommendation for Reappointment* forms for your work location is rapidly approaching. The budget situation has caused some uncertainty around this process which will hopefully be clarified by this newsletter. Below are the links to both the TALC and SPALC staffing guidelines. You will note from these guidelines the following important dates:

March 31 – SPALC assessments completion deadline

April 4 – Notify Georgianna McDaniel and Greg Adkins of non-reappointments

April 9 – Notification to employee that s/he will be involuntarily transferred (surplus list)

May 1 – SPALC non-reappointment deadline

May 10 – TALC non-reappointment deadline

Please note that Dr. Adkins is currently working with the bargaining units to extend the deadlines due to the budget situation and therefore will accept non-reappointment notifications after the April 4, 2008 deadline. At this time administrators must comply with the contractual requirements of May 1 (SPALC) and May 10 (TALC)

The following guidelines should be considered when making non-reappointment decisions:

1. Employees who you are confident you are going to non-reappoint should be told of your decision as soon as possible to allow them the maximum opportunity to search for new employment.
2. If you are waiting for additional information prior to making your decision remember you must adhere to the contractual deadlines of May 1 for SPALC and May 10 for TALC.
3. Human Resources will be working with non-reappointed employees to assist them during this difficult period. Our plan includes offering meetings for impacted employees to offer assistance with employment opportunities, unemployment benefits, insurance and benefits information and other information about available assistance.
4. If you have performance concerns for a less than 2 year SPALC or 3 year TALC employee, you should not recommend reappointment. While you are not required to have documentation for these non-reappointments, remember that it is a good practice to address and document performance concerns. Employees should be made aware that performance is a factor in your decision.
5. If you have a budgeted position for a great employee in your building who is

If you have any questions please contact Dr. Adkins at 337-8503 or cell phone at 464-5431. He will accept calls after hours and will call you back. If you call during the day and he is not available, leave the question with Renee Schmitt if possible. Leaving a detailed message will help you receive an answer faster.



Important Dates

March 31st, 2008

SPALC assessment
completion deadline

April 4th, 2008

Notification deadline for Non-
Reappointment

April 9th, 2008

Employee notification that s/he
will be involuntarily transferred
(surplus list)

May 1st, 2008

SPALC non-reappointment
deadline

May 10th, 2008

TALC non-reappointment
deadline

Important Links

[TALC Staffing Guidelines](#)

[SPALC Staffing Guidelines](#)