

## Human Resources and Employee Relations Division

*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



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### 2009-2010 SPALC and TALC Staffing Guidelines

The 2009-2010 SPALC and TALC Staffing Guidelines and Calendar have been posted to the Human Resources and Employee Relations website. These guidelines and the timelines included within them must be followed when making important decisions related to staffing for the upcoming school year. Click on the **TALC** or **SPALC Staffing Guideline** buttons beneath this article to access these documents. A hardcopy of the Guidelines should be posted to the SPALC and TALC bulletin board respectively at all locations. It should also be noted that annual contract employees should not be reappointed if a position at the school will not be available the following year.

[TALC Staffing Guidelines](#)

[SPALC Staffing Guidelines](#)

### Staffing Intent Form

This year to better assist principals and directors with staffing decisions, the Division of Human Resources is bringing back the Staffing Intent Form. The purpose of this form is to allow the supervisor to gather important information related to the employment intentions of staff members for the upcoming school year. The form allows an employee to indicate if s/he plans to continue employment, take a leave of absence or is considering termination of employment through retirement or resignation. It is important to make employees aware that they are not required or obligated to complete the form and that completing a form does not replace other required paperwork necessary for taking employment actions. It is also important that the decisions indicated on the intent form are not binding to either the person or the District.

[Staffing Intent Form](#)

### MAP SILO and Assessment Entry—Mainframe Access

In preparation for the Merit Award Program implementation, we need to insure that the person responsible for entering MAP data at the school or department level has the proper access to the TC72 screen on the mainframe. The Division of Human Resources is requesting that principals and department directors designate a person responsible for this data entry and provide HR with the following information so that the principal/director designee has the necessary Mainframe access.

Please submit the following information for your location using the link below so that we can insure access:

- School Name
- Location Number
- Authorized person
- Mainframe User ID

[MAP Silo and Assessment Entry— Mainframe Access](#)

Questions or comments? Email us at [marcbm@leeschools.net](mailto:marcbm@leeschools.net) or call 461-8441.



### Important Dates

#### March 2, 2009

Staffing Intent Form sent to work sites and schools

#### March 20, 2009

DRA release to schools

#### March 25, 2009

Advertise all anticipated vacancies

#### April 16, 2009

Deadline to inform employee of involuntary transfer

#### May 4, 2009

Employment Status Forms completed to recommend employees for Annual Contracts

#### May 8, 2009

Deadline to notify annual contract teachers of reappointment recommendation