

## Human Resources and Employee Relations

*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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### Navigator Go-Live

It's hard to believe that Go-Live for the Peoplesoft Application is almost upon us. The Navigator team will be working over the July 4th holiday weekend to make sure we are as ready as possible for the July 07, 2009 event. To help the transition to Peoplesoft, the FIRST thing a person needs to do if s/he has not completed training is to complete training. More to come later or refer to one of my earlier e-mails!

**Reminder:** Your timely submission of paperwork (such as PAFs) will help the go-live transition. Please submit PAF's ASAP for transfers, account number changes, hour changes, terminations, etc.

### Last Day for Voluntary Transfer

Three weeks prior to the first teacher work-day of the 196-day contract will be the normal cutoff date for voluntary transfer per section 9.01(c) of the TALC contract. For FY10 the last day for voluntary transfer is July 24, 2009. After that date, teachers will only be allowed to transfer under the following conditions:

1. The principals from the sending and receiving schools agree to the transfer.
2. If the principals do not agree, the Superintendent or designee will make the final decision regarding the final transfer.
3. The teacher is transferring from an out-of-field position to a position that the teacher is considered in-field.
4. The teacher is transferring from a position to which the teacher was involuntarily transferred.

### Employee's changing or losing positions . . . .

The budget reductions have impacted almost all staff across the District in one form or another. Many schools and departments have experienced reduced staff and changes in personnel as we make personnel shifts to find displaced employees new homes. While this time is difficult for everyone, it is particularly difficult for our employees who have either lost positions or have taken different positions in new locations. Please take some extra time to insure these employees have what they need to make these transitions as smooth as possible. For displaced employees new to your location, it is important to take the time to make them feel welcome and help them become accustomed to their new environment. Remember, these employees will hold the memories of who helped them during their time of need and will often repay this help through their continued loyalty and hard work. For those losing positions, information on how to start over is helpful. Refer them to our website which is referenced in this newsletter. Offer to help with a call to a potential employer or offer to be a reference if appropriate. All of these small efforts go a long way to helping someone displaced transition to a new position in a positive manner.



### IMPORTANT: Required Planning Survey

Student scheduling for next school year may prove challenging due to the constraints of the budget and the planning period requirements of the collective bargaining agreement. To better ascertain the impact of these changes and evaluate the consistency of the changes district-wide, the Division of Human Resources has developed a survey. The purpose of this survey is to gather data on how all schools are handling these new requirements and what schools need to be successful with this implementation. Please complete the required survey and submit it by July 17, 2009 close of day. Your input is critical and will help us improve this important implementation. <http://hr.leeschools.net/PlanningTimeSurvey.asp>

### Employees Impacted by Reductions

To assist employees negatively impacted by staff reductions, Human Resources has set up a website to provide information they may find of benefit. Information related to insurance benefits, unemployment, job searches and retirement can be found at the following website:

[http://hr.leeschools.net/employee\\_assistance.htm](http://hr.leeschools.net/employee_assistance.htm)