

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



2008-2009 Assessment Timeline

The Personnel Services Department has released the following 2008-2009 Assessment Timeline. Please note these important dates as you begin the assessment process at your location.

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|----------------------|---|
| September 12 | Out-of-Field documents due to Personnel |
| October 1 | Out-of-Field Parent Notifications (send copy to Robert Brown, Internal Audit) |
| October 13-17 | FTE Week (Survey 2) |
| October 23 | End of Quarter 1 |
| November 5 | TALC employees DEADLINE to inform of assessment criteria and procedures (Article 10.01) |
| December 1 | TALC contractual DEADLINE for PDP and Summative completion (Annual Contract teachers must have 2 Summative Observations per year.) |
| December 1 | Last day to submit name to HR for 97-day probationary release |
| January 14 | TALC 97 th day |
| January 16 | End of Quarter 2 |
| February 1 | Out-of-Field Parent Notifications (send copy to Robert Brown, Internal Audit) |
| February 9-13 | FTE Week (Survey 3) |
| February 27 | TALC – SPALC DEADLINE to post Seniority lists |
| March 26 | End of Quarter 3 |
| April 1 | SPALC DEADLINE for Final Assessment completion |
| May 1 | SPALC DEADLINE for Non-Reappointment notice to employees |
| May 8 | TALC DEADLINE for Final Performance Assessments, PDP's TALC – SPALC Employment Status forms due to Personnel |
| May 15 | TALC DEADLINE to post Supplemental positions |
| June 10 | End of Quarter 4 |
| June 11 | TALC DEADLINE to provide teaching assignment in writing |

The 2008-2009 Assessment Timeline is also posted online @
http://hr.leeschools.net/pdf/Docs/2008-2009_Assessment_Timeline.pdf

Assessment Related Forms On The Web

Professional Development Plan: <http://learn/dept/personnel/Forms/pdf/pdp.doc>
Employment Status Form: <http://learn/dept/personnel/Forms/securitylogin.asp>

Vol. 1 Issue 9
September 19, 2008

Important Dates

September 29, 2008
Hurricane Make-Up Day

September 30, 2008
Schools Closed

October 13-17, 2008
FTE Week (Survey 2)

October 23, 2008
End of 1st Quarter

October 24, 2008
Professional Duty Day

Important Links

[2008-2009
Assessment Timeline](#)

[PDP Form](#)

[Personnel Electronic Forms](#)

[HR Times Past Issues](#)

Questions or comments?

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