

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
Special Edition



Staffing Realignment

Student population shifts have necessitated a realignment of school-based staff. Currently principals are being contacted regarding their school's enrollment and subsequent DRA adjustments. Staffing decisions related to these adjustments should be finalized and communicated to Human Resources over the next several days. A timeline for reporting surplus staff will be provided in the near future.

Human Resources staff has assembled the relevant documents to help guide principals through this process in an efficient and contractually compliant manner in an effort to minimize the negative impact of this difficult transition. The links to these documents are provided below along with a brief explanation as to the content and purpose of each.

Personnel Memorandum: Instructions for Reporting Surplus Personnel – will be posted once the timeline for the staffing realignment is finalized.

TALC and SPALC staffing guidelines – contains relevant contract language for making involuntary (surplus) decisions.

Click here for [TALC Staffing Guidelines](#)

Click here for [SPALC Staffing Guidelines](#)

Staffing Realignment Timeline – contains the projected timeline for staffing changes. [see timeline below]

Exiting Employee Resource Page – provides information and assistance for employees displaced as a result of staff realignment actions.

http://hr.leeschools.net/employee_assistance.htm

Staffing Realignment Timeline

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|-------------------|---|
| September 8 – 9 | - Schools receive adjusted DRA levels based on student enrollment counts. |
| September 10 – 11 | - School principals make staffing decisions based on DRA adjustments. |
| September TBA | - School principals e-mail current vacancies to their personnel specialist by noon. |
| September TBA | - School principals submit online the names of employees to be involuntarily transferred via the FY 09 Staffing Center Surplus Input Mechanism. http://learn/dept/personnel/StaffingCenter.htm |
| | - Principals e-mail the names of released employees (open-ends, long term subs, expert in the field teachers, or temporary support employees) to their personnel specialist. |
| September TBA | - Surplus reports will be available on the LEARN Surplus Center to be updated at the close of each business day. |

FINAL TIMELINE COMING SOON!

Special Edition 1
September 11, 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

[FY09 Staffing Center](#)

[TALC Staffing Guidelines](#)

[SPALC Staffing Guidelines](#)

[HR Times Past Issues](#)

Questions or comments?

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