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**2009-2010 SPALC STAFFING CALENDAR & GUIDELINES
Division of Human Resources and Employee Relations**

ELEMENTARY

G. Weaver Hipps (New)

James Stephens International Academy (Michigan and Lee Middle Merger)

These vacancies will be open for VOLUNTARY transfers only.

- February 27 Seniority List Posted – Contract
- March 2 Provide Employee Intent Forms
- March 18 Principals at G. Weaver Hipps and James Stephens International Academy must submit a list of all anticipated vacancies for 2009 - 2010 via email to their personnel specialist.
- March 20 Intent forms due to Principal/Supervisor
- March 20 DRA Allocations
- March 23-27 Advertise positions at G. Weaver Hipps and James Stephens International Academy. Vacancies may be filled with voluntary transfers from within the District
- March 25 Principals (all other schools) must submit a list of all anticipated vacancies for 2009 – 2010 via email to their personnel specialist.
- March 31 Article 7.084: Each employee shall be given a copy of his performance assessment within ten (10) calendar days after completion; but not later than April 1.
- March 30 – April 17 Advertise all known 2009-2010 positions. Vacancies may be filled with voluntary transfers from within the District. Vacancy information shall be published in the *Employment Opportunities*. The principal/director shall immediately determine if there are any volunteers from classifications losing units to transfer to the available positions. The employee who wishes to voluntarily transfer must immediately contact the school/department and identify herself/himself as an employee from a school/department losing units. Principals/Supervisors must notify volunteers and the principals/supervisors of volunteers if the volunteers are accepted for transfer by April 15.
- March 30 Principals/Directors shall give employees in classification areas where a surplus may occur, or paraprofessionals in a Title I school who do not meet NCLB staffing guidelines, the opportunity to volunteer to transfer.
- April 16 Principals and supervisors of departments who are losing units will identify and notify employees with the least district work experience (seniority) of the possibility that they may be involuntarily transferred. This applies to SPALC employees with more than 2 years employment in the District.

SPALC employees in their first two (2) years of employment should be notified of their non-reappointment status if a position is not available at your school.

Any year of part-time experience does not accrue toward seniority. Employees being considered for reappointment at a different location for the subsequent school year must have acceptable performance assessments and the recommendation of their present principal/supervisor. *Employees returning from leave must be considered when determining staff to be placed on involuntary transfer.*

By close of day schools must submit the names of all employees to be involuntarily transferred. Please include name and summer contact information, i.e., phone number, address, etc.

- April 17 Last date for anticipated vacancies to be advertised in *Employment Opportunities* for voluntary transfers only.
- April 20 A list of employees to be involuntarily transferred will be compiled in Human Resources. Employees on this list will receive information on current vacancies within the District. The employees shall indicate the positions for which they would like to be considered, in order of preference. Employees who have the highest seniority and appropriate credentials shall be placed first.
- April 20 (tentative) Hiring may be put on hold for positions with a surplus list.
- May 1 7.111: An employee who is being considered for non-reappointment due to poor performance shall receive written notice from the supervisor by May 1.
7.112: An employee who is being considered for non-reappointment based upon misconduct occurring after May 1 will receive written notice as soon as that decision is made by the supervisor.
- May 4 Notify Greg Adkins and Georgianna McDaniel names of employees to be non-reappointed.
- May 8 Final Assessment materials due to Personnel Services.
- June 10 Targeted completion date of placement of involuntary transfer employees.
- June 10 Tentative All vacant positions for which there are no surplus employees will be advertised and principals/directors/supervisors may give consideration to all candidates. No new employee shall be hired in a job classification until all employees in that classification have been placed. Should an employee refuse to accept an assignment substantially equal to the current assignment, said refusal shall constitute a resignation by the employee. (SPALC Article 7.046)
- June 16 Tentative The Board shall determine the specific locations and classifications in which positions are to be eliminated according to SPALC Article 7.072 (layoff).

**DETERMINATION OF EMPLOYEES TO BE
PLACED ON INVOLUNTARY TRANSFER STATUS**

Reappointed Title I Educational Paraprofessionals who have not met the NCLB requirements must be placed on an involuntary transfer status.

Employees selected for involuntary transfer shall be those with the least district seniority.

Upon appeal, the Labor Management Committee may reverse an involuntary transfer decision.

For all positions advertised through April 17, 2009 principals/directors may consider voluntary transfer employees **only**.

If a position becomes available within that school year (09-10) at a school or work site from which an employee was involuntarily transferred and this employee has been subsequently placed at another school or work site, the employee may return to that school unless it is determined that moving the employee back would create a disruption of the educational process.

SPALC Article 7.041 – Transfers shall be made on a voluntary basis, whenever possible; however, correct and proper operation of the school district will necessarily require that involuntary transfers be made.

SPALC Article 7.042 – Prior to determining involuntary transfers, employees shall be given an opportunity to volunteer.

Employees lose their seniority as a result of the following:

- a. termination
- b. retirement
- c. resignation
- d. layoff exceeding two (2) years or exceeding the individual's length of service, whichever is less
- e. unexcused absence for more than 3 consecutive days
- f. failure to report to Personnel an intention to return to work within ten (10) calendar days of receipt of recall by certified mail with restrictive delivery
- g. failure to report from military leave within time limits prescribed.

An employee returning from leave of absence must be considered at the location from which leave was granted. Employees returning from leave must be considered when determining who will be placed on involuntary transfer status.

**Guidelines for Giving Fair Consideration to
Involuntary and Voluntary Transfer Employees**

Employees who desire to voluntarily transfer to available positions will contact the school or work site where vacancies exist to make arrangements for an interview.

Fair consideration will include the principal or district work site head contacting the employee's present supervisor to discuss the employee's job performance.

Any employee who applies for a position will be notified in writing by the principal/director or designee as to whether or not they are selected for the position.