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

Posting of anticipated vacancies will begin on March 23, 2009 for the following schools:

ELEMENTARY AND K-8

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 Employee Intent Form
- March 18 Principal 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 30 Principals/Directors shall give teachers the opportunity to volunteer to transfer in a certification area where a surplus may occur, **or teachers who do not meet NCLB staffing guidelines.**

PLEASE NOTE: TALC Article 9.02 (f) – A written outline of school needs will be compiled by the principal prior to any involuntary transfer decision.

Principals shall identify teachers, if any, that they are requesting to be exempt from involuntary transfer per TALC Article 9.03. Written requests shall be submitted to Personnel (Fax 337-8689) with copies to TALC and ALL TEACHERS affected by the request. (TALC Fax 275-7829)

- Mar 30-Apr 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 shall immediately determine if there are any volunteers from departments losing units to transfer to the available positions. The teacher who wishes to voluntarily transfer must immediately contact the school/department and identify herself/himself as a teacher from a department losing

units. Principals must notify volunteers and the principals of volunteers if the volunteers are accepted for transfer by April 15.

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 teachers holding:

- Professional Service Contracts
- Continuing Contracts

Annual contract teachers should be notified of their non-reappointment status if a position is not available at your school.

Principals of Title I schools will notify any reappointed teacher who does not meet NCLB staffing guidelines that (s)he is being involuntarily transferred. 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. Teachers 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 teachers 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 teachers to be involuntarily transferred will be compiled in Human Resources. Teachers on this list will receive information on current vacancies within the District. The teachers shall indicate the positions for which they would like to be considered, in order of preference. Teachers who have the highest seniority and appropriate certification shall be placed first.

April 20 (tentative) Hiring may be put on hold for positions with a surplus list.

May 4 Employment status forms completed to recommend employees for Initial Professional Service Contracts.

May 4 Employment Status Forms may be completed to recommend Annual Contracts.

May 4 Notify Greg Adkins and Georgianna McDaniel names of employees to be non-reappointed.

May 8 Final Assessments deadline (Article 10.019) and materials due to Personnel Services.

All annual contract teachers must be notified of their reappointment recommendation by the principal/supervisor (Article 10.018).

Employment Status Forms and documents for employees recommended for Initial Professional Services Contract due to Personnel Services.

- May 11 Deadline for teacher's written request for a meeting with the Superintendent to review the principal's recommendations to exempt teachers per TALC Article 9.03.
- May 22 Superintendent notifies the principal, TALC and teachers affected of the decision regarding exemptions per TALC Article 9.03.
- June 10 All teachers shall be given a tentative assignment in writing according to TALC Article 9.06.
- June 10 Targeted completion date of placement of involuntary transfer teachers.
- Deadline for advertising all remaining vacancies will be advertised, and principals/supervisors may give consideration to all candidates.
- June 16 (tentative) TALC Article 9.04 – Reduction in Force. In the event that a reduction in force becomes necessary due to declines in enrollment, budgetary restrictions, reorganization, or other causes as determined by the Board, the following provisions shall apply:
TALC Article 9.04 – The Board shall determine the specific work locations and/or special programs and areas of certifications within which positions are to be eliminated. Once the specific areas of certification and/or positions have been determined, reductions shall be made on a countywide basis and shall be based upon countywide seniority and certification as further defined in this section.

If there are no vacancies in the areas of the teacher's area of certification, the teacher shall be placed in the position of the least senior teacher with the appropriate area of certification and teaching assignment.

DETERMINATION OF INSTRUCTIONAL EMPLOYEES TO BE PLACED ON INVOLUNTARY TRANSFER STATUS

All teachers selected for involuntary transfer shall be those with the least district seniority who hold certification and are assigned to teach at least 50 percent of the workday in the program being reduced. Teachers who are not assigned to teach at least 50 percent of their day in a subject area will be assigned to the department of their certification for purposes of involuntary transfer. At the elementary level, the department is defined as the basic allocated units in grades K-5.

For positions where there is not a specific subject area certification required (reading specialists, technology specialists, curriculum specialists, testing prep and Teachers-On-Assignment) teachers will be considered for involuntary transfer in the department for which they hold certification.

Teachers cannot be involuntarily transferred if there is a vacancy for which they are certified in their school or department. If a position becomes available within that school year at a school or department from which an employee was involuntarily transferred and this employee has been subsequently placed in another school or department, the employee may return to that school unless it is determined that moving the employee back would create disruption of the educational process.

TALC Article 9.02 (1) – Upon appeal, the Labor Management Committee may reverse an involuntary transfer decision.

For all positions advertised through April 17th, principals may consider voluntary transfer employees only.

TALC Article 8.01 – Seniority is the total number of good years (one day more than half) of instructional experience in Lee County School District while on annual, continuing, or professional service contract. However, continuing or professional service contract teachers are considered to have seniority over any annual contract teacher regardless of the total years of service in the district. Authorized leave of absence, open-end or substitute teaching experience does not count toward seniority. Administrative experience does not count toward seniority. Administrative experience in the district shall count toward seniority provided said experience occurred after the teacher attained three years seniority in the bargaining unit and said teacher returned to the bargaining unit prior to July 1, 1991. Any tie in seniority between teachers shall be broken by counting the days of experience on open-end, temporary or interim contract rather than years. If a tie still exists, the tie shall be broken by drawing lots. Members of the association may be present to observe the lottery process

Teachers lose their seniority as a result of the following:

- termination
- retirement
- resignation
- layoff exceeding three (3) years or exceeding the individual's length of service, whichever is less.

A continuing, professional service or annual contract teacher returning from leave of absence must be considered at the location from which leave was granted. Teachers returning from leave must be considered when determining who will be placed on involuntary transfer status.

Full-time teachers shall have priority over part-time teachers except that continuing, professional service contract teachers have seniority over any annual contract teacher.

GUIDELINES FOR GIVING FAIR CONSIDERATION TO INVOLUNTARY AND VOLUNTARY TRANSFER TEACHERS

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

Fair consideration will include the principal or district department head contacting the teacher's present supervisor to discuss the teacher's job performance.

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

TALC Article 9.076 – Any continuing contract/professional service contract teacher holding the appropriate certification shall be given first consideration in the staffing of teaching vacancies.

Teacher applicants in the district assigned to a grade level or subject area outside the scope of their teaching certification shall be given first consideration for openings within the subject or field of their certification.