

CRITICAL DATES

Spring 2016

<u>ITEM</u>	<u>SUBMIT TO</u>	<u>CRITICAL DATE</u>
January Hires*		January 1, 2016
- Critical Need/Hard-to-Fill & Title I positions for which a resignation exists may be posted.		
Early Notification Incentive	HR - Online	Jan. 15 = \$500 Feb. 12 = \$300 March 11 = \$200
Provisional- NON-Renewal**	HR	March 1, 2016
- Evaluations must be completed prior		
Provisional- Extension*	HR	March 1, 2016
- Evaluations must be completed prior		
Non-Renewals/Extensions to Employee		March 11, 2016
Staffing Needs – Licensed***	HR	Five(5) days after FTE Version 2.0 received
Teacher Transfer FAIR - Secondary		March 21, 2016
Teacher Transfer FAIR - Elementary		March 21, 2016
Reduction in Staff (RIS)	AoS	NO LATER than 12pm March 31, 2016
Position Advertisements	HR	March 31, 2016
Transfer Hire Forms in Skyward	HR-Online	March 31, 2016
Teacher Transfer Window		April 1 – June 1
FTE Staff Projections	HR	Year-end Check Out
Job Share Proposals	AoS	Year-end Check Out
30 Day Notice-Teacher	HR - Online	30 Calendar days prior to last day worked
60 Day Notice- Administrator	HR - Online	60 Calendar days prior to last day worked

*January Hires are Temporary Employees and are not eligible for transfer and must reapply. These positions must be re-Advertised on Teachers-Teachers.com.

Provisional Extension and Non-Renewals require the **complete packet to be submitted to HR by the due date.

***Staffing Needs include anticipated Reduction in Staff, Vacancies, and other Anticipated Need.

Special Note: Teachers on probation are not eligible for teacher transfers.