**NON-RENEWALS/EXTENSIONS, TRANSFERS, RIS & HIRING**

Events, Due Dates and Guidelines 2016

**TIMELINE AND PROCESS:**

1. **Non-Renewals and Status Extensions**
   1. Due in three (3) weeks - **MARCH 1** (Turn into HR)
   2. After approval by HR and Admin. of Schools – you will be notified
   3. You must issue the non-renewal/status extension to the employee **on or before** **March 11**.
2. **FTE Version 2.0 will come out on or about** **March 14**
   1. 2.0 is used to staff for the fall – use this data to determine any need or RIS that may be necessary.
   2. Determine the number of open positions you will have – including any positions for enrollment growth, resignations or retirements.
   3. Submit the **Anticipated Need** form to HR ASAP but no later than 5 days after receiving FTE version 2.0 but before the March 21st (transfer fair).
      1. This will be used to establish areas of need for recruiting, the transfer fair, etc…
3. **If there is a need for a Reduction in Staff (RIS) at your school**
   1. Work with your Administrator of Schools regarding any potential RIS.
   2. Let your teachers know you are looking at a RIS situation.
      1. This is a general discussion about the entire school picture. Specifics about the “who” should be avoided. At this point – it is about “positions” only.

i.e. – you could say “Based on our enrollment projections for next year, we will only be able to have four (4) fifth grade teachers and we currently have five (5). No one has resigned and no one has retired – so one (1) teacher will be affected. I would encourage you to go to the transfer fair and explore your options. If there is a resignation or retirement or transfer then a RIS may be avoided” – OR – “Based on our enrollment projections for next year, we will only be able to have four (4) Secondary I math teachers next year rather than five (5)…..”

* 1. Remind teachers about the transfer fair and encourage attendance.
  2. Remind your teachers about the early resignation incentives. (Feb. 12 = $300, March 11 = $200)
  3. Let teachers know about District Policy DP327 NEG – Reduction in Licensed Staff. There will **NOT** be any RIS placements by HR. If they are not hired at another school through the transfer process by June 1 they will be subject to a RIF.
  4. NO teacher should be designated a RIS at this point.

1. **Transfer Fair** **March 21st**
   1. Have a list or sign showing your open positions at the transfer fair.
   2. Encourage attendance
   3. Teachers returning from approved leaves of absence will be encouraged to attend the fair.
   4. Teachers may request a transfer via Skyward Employee Access beginning **March 1** – principals will receive an e-mail each Monday morning (March 1-June 1) with all transfer requests for open positions at their school.
   5. All Transfer Fair hire/change forms must be submitted in Skyward no later than **5pm on Friday April 1st**.
2. **Post Transfer Fair window (ends 5pm April 1)**
   1. Hired transfer positions not submitted in Skyward by **5pm April 1** will go through the general hiring process – After RIS approvals. You will be notified when general hiring may begin – Approx. April 8.
   2. The position must be posted on Teachers-Teachers.com and may not be filled for at least five (5) business days after it is posted.
   3. Two (2) transfer candidates and all RIS candidates must be interviewed – but there is no guarantee of continued employment.
3. **Teachers returning from an approved Leave of Absence**
   1. If not hired during the Transfer Fair process they will be placed by HR after the Transfer Fair but before general hiring begins (Approx. April 8).
4. **If there is still a need for RIS after the Transfer Fair**
   1. Submit your Reduction in Staff requests to your Administrator of Schools no later than **5pm on Tuesday April 5th**.
   2. Approvals for RIS will be communicated by April 8th.
   3. Teachers affected by a RIS must be notified ASAP or by **Tuesday, April 12th**.
   4. Teachers affected by a RIS will NOT be placed by HR. They may apply for a transfer through Skyward Employee Access or online at [www.teachers-teachers.com](http://www.teachers-teachers.com).
   5. Teachers affected by a RIS that are NOT hired by June 1 will be subject to a RIF – but may still apply for a job for which they are qualified on [www.teachers-teachers.com](http://www.teachers-teachers.com).
   6. Positions that are a RIS may not be replaced for one (1) full year.
   7. Teachers on probation may not be designated a RIS.
5. **The Transfer Window**
   1. Open until 10 days prior to New Teacher Induction.
   2. Two (2) transfer candidates must be interviewed for **EVERY** position you have open between April 1 and June 1.
6. **Job share proposals are due the end of May.**

**HIRING**

* Send all position advertisements ASAP to [newhire@jordandistrict.org](mailto:newhire@jordandistrict.org)
* NO LESS than three (3) may be interviewed for a position if there are qualified candidates.
* Embellishments on applications are increasing – PLEASE ensure that one reference is from a current principal/supervisor.