

NON-RENEWALS/EXTENSIONS, TRANSFERS, RIS & HIRING Events, Due Dates and Guidelines 2017

TIMELINE AND PROCESS:

1. Non-Renewals and Status Extensions

- Due **February 27, 2017** (submit to Travis in HR).
- After approval by the appropriate Administrator of Schools & HR, the principal/director will be notified.
- The non-renewal/status extension must be issued to the employee **on or before March 11**.

2. FTE Version 2.0 will be available on or around **March 13**

- 2.0 is used to staff – use this data to determine any need or RIS that may be necessary.
- Determine the number of open positions – including any positions for enrollment growth, resignations or retirements.
- Submit the **Anticipated Need** form to HR ASAP but no later than 5 days after receiving FTE version 2.0 but before the **March 20th** (Teacher Transfer Fair).

3. If there is a need for a Reduction in Staff (RIS):

- Work with the appropriate Administrator of Schools regarding any potential RIS.
- Let all your teachers know a RIS situation exists.
 - This is a general discussion about the entire school picture. Specifics about “who” should be avoided. At this point discussions are about “positions” only.
e.g. – 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, 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).....”
- Remind teachers about the **Teacher Transfer Fair** and encourage attendance.
- Remind teachers about the early resignation incentives. (**Feb. 12** = \$300, **March 11** = \$200).
- 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.
- NO** teacher should be designated a RIS at this point.

4. Transfer Fair **March 20th**

- Elementary Schools @ Jordan Hills Elementary 4:30-6:00pm
- Secondary Schools @ Riverton High 4:00-5:30pm
- Have a list or sign showing open positions at the transfer fair.
- Encourage attendance.
- Teachers returning from approved leaves of absence will be encouraged to attend the fair.
- 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.
- All Transfer Fair hire/change forms must be submitted in Skyward no later than **5pm on Thursday, March 31st**.

5. Transfer Fair window (**ends 5pm March 31st**)

- Transfers not submitted in Skyward before **5pm March 31st** must follow the general hiring processes. Notification will be given when general hiring may begin – **Approx. April 3rd**.
- After 5pm March 31st positions must be posted on Teachers-Teachers.com and may not be filled for at least five (5) business days.

- c. Two (2) transfer candidates (all RIS candidates) must be interviewed if they have applied for a position at your school. However, there is no guarantee of continued employment.

6. Teachers returning from an approved Leave of Absence

- a. 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 3).
- b. Employees returning from Sabbatical Leave shall be placed in the same school and position as was held at the time the leave was granted, unless the educator requests otherwise.

7. If there is still a need for RIS after the Transfer Fair

- a. Submit the completed Reduction in Staff requests to **Travis** in HR no later than **5pm on Thursday March 31st**. A RIS Rubric must be included with the RIS request.
- b. RIS requests submitted after **5pm Thursday March 31st** **WILL NOT BE ACCEPTED.**
- c. Approvals for RIS will be communicated by **April 7th**.
- d. After approvals, teachers affected by a RIS must be notified on or before **Tuesday, April 11th**.
- e. 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.
- f. 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.
- g. Positions that are a RIS may not be replaced for one (1) full year.
- h. Teachers who are minimally effective, not effective or on probation may not be designated a RIS.

8. General Transfer Window

- a. Open until 10 days prior to New Teacher Induction.
 - **A,B,C Tracks** – Transfer window closes July 2, 2017
 - **D Track** – Transfer window closes July 27, 2017
 - **Traditional Elementary** – Transfer window closes July 28, 2017
 - **Secondary Schools** – Transfer window closes August 1, 2017
- b. Two (2) transfer candidates must be interviewed for **EVERY** position you have open between **April 1 and June 1**.

9. Job Shares

- a. Job shares are approved annually by the principal.
- b. Job share proposals and associated calendars are due **May 12th**.

HIRING

- Send all position advertisements ASAP to newhire@jordandistrict.org using the new form (AdminOnly) ONLY. Any incomplete forms, wrong forms, or incomplete Teachers-Teachers applications will NOT be processed for approval regardless of urgency.
- NO LESS than three (3) candidates may be interviewed for a position when available qualified candidates exist.