

# **ETA STAFFING TIME-LINE for the 2010/2011 SCHOOL YEAR**

- Monday  
12/14/09 Seniority Lists are emailed to Building Principals and Dept. Supervisors for certified ETA staff review. All corrections MUST be sent to HR by Friday, 1/08/10.
- Tuesday  
12/15/09 Notification letters for those who have not signed their contract. If contract is not signed by 2/01/10, they may be dismissed as permanent substitutes at the 3/01/10 Board of Education Meeting.
- Friday  
1/08/10 Principals and Supervisors are sent a copy of certified staffing timeline for school year 2010/2011.  
  
Corrections due to HR for seniority lists.
- Monday  
1/11/10 Letters are sent to all certified staff on leave that have a February 1st deadline for notifying the District of their intention to return from leave or resign, reminding them of the deadline. (March 1<sup>st</sup> is the deadline for job share requests)
- Wednesday  
1/20/10 Final Seniority Lists distributed to Principals and Supervisors
- Monday-BOE  
2/01/10 Dismissals of all limited contracts at BOE meeting
- Tuesday  
2/02/10 Dismissal letters delivered to all dismissed teachers.
- Wednesday  
2/10/10 Updated posting of all vacancies available within building for in-bldg. reassignment (within bldg.) sent to Bldg Principals or department.
- Monday-BOE**  
**3/15/10** Dismissals: Reductions In Force & For Cause
- Tuesday  
3/16/10 Dismissal Letters delivered to all affected teachers.
- Wednesday  
3/17/10 First Round of In-Building Reassignment concludes with hard copy notification in writing to HR no later than 3 p.m.

# **ETA STAFFING TIME-LINE for the 2010/2011 SCHOOL YEAR**

Friday  
3/19/10

Vacancy list made available by end of day,  
**Voluntary Transfer (and interviews) start.**

Friday  
4/09/10

**Voluntary Transfer interviews should be completed.**  
Selections in writing to HR before 3:00 p.m.

Wednesday  
4/14/10

**Voluntary Transfer Meeting**, HR conference rm., 11:00 a.m. - 3:30 p.m.

Monday  
4/19/10

Updated posting of all vacancies made available for **Second Round of In-Building Reassignments** by end of day.

Wednesday  
4/21/10

Hard copy notification to Human Resources of reassignments and remaining vacancies available in each school by 3:00 p.m.

Tuesday  
4/27/10

**Involuntary Transfer letters and vacancies will be emailed to all displaced teachers.**

Friday  
4/30/10

**Involuntary Transfer Meeting** for displaced teachers. They will choose from a list of available vacancies. Selections of positions will be made in order of seniority. The meeting will be held at 3:30 PM in the HR conference room at the ESC.

**Monday  
5/03/10**

**Recall starts.**

Vacancies will be made available as soon as recall for each individual position is exhausted. *HR will contact Principals if Hiring from the outside can be considered.*