

Article 211

HR Employment and Staffing CALENDAR 2016-2017

***Group 1 (Priority Schools & Departments) * Group 2 (Non-Priority Schools)**

DATE		DESCRIPTION
January		
Friday	15 th	Publish Article 211 Calendar
Tuesday	19 th	Job Share Packets Due to HR
Friday	22 nd	Requests for Voluntary Staff Reduction based on "Philosophical Differences" due to HR
Monday	25 th	CEA/HR meeting to review requests for Voluntary Staff Reduction based on "Philosophical Differences"
February		
Monday	1 st	Deadline for notifying HR of intent to retire at the end of the 2015-2016 school year (with enhanced severance)
Tuesday	2 nd	Article 211 Training HS, MS, and Depts Location: TBD 9-11am (Div III, Div IV, Div V, and Division VI) 1-3p (Departments)
Wednesday	3 rd	Article 211 Training All Elementary Location: TBD 9-11am (Elementary Div I) 1-3p (Elementary Div II)
Monday-Friday	8 th -12 th	Article 211 Packets delivered to Principal/Departments including a link to Rosters
Tuesday-Friday	9 th -12 th	ARTICLE 211 Roster Lab Location: TBD Representative needed at all labs: Budget, Teaching and Learning, T&L, ED's Roster Labs
Friday	12 th	Administrative Staff reduction notification
Monday	15 th	Roster Lab (Makeup)
Friday	19	Priority School & Department *(GROUP I) Round OPEN [All known openings] by 5:00 p.m.
Wednesday	24	Priority School and Department *(GROUP I) Round CLOSE Applications no longer accepted
Monday	25 th	Priority School and Department *(GROUP I) Interviews Open
Monday	29 th	Priority School and Department *(GROUP I) Interviews Close <i>Selection Agreement Forms and Rosters sent by HR to Principals by 5:00p.m.</i>

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MARCH		
Tuesday	1 st	All Priority School and Department *(GROUP 1) Selection Agreement Forms due to Human Resource, ED's, Teaching and Learning, SSS by 5:00 p.m.
Wednesday	2 nd	All Priority School and Department *(GROUP 1) roster changes must be resolved and sent back to Human Resources by 5:00 p.m.
Thursday	3 rd	All *(GROUP 2) roster changes must be resolved and sent back to Human Resources by 12:00 p.m. (Noon) <u>This may be necessary as a result of Group 1 selections.</u>
Monday	7 th	Round 1 Postings OPEN *(GROUP 1 & GROUP 2) [All known openings] by 5:00 p.m.
Friday	11 th	Round 1 Postings CLOSE *(GROUP 1 & GROUP 2) Applications no longer accepted
Monday	14 th	Round 1 Interviews Open *(GROUP 1 & GROUP 2) Schools & Departments (All known openings) by 5:00 p.m.
Friday	18 th	Round 1 Interviews Close *(GROUP 1 & GROUP 2) Schools and Departments Selection Agreement Forms and Rosters sent by HR to Principals by 5:00p.m.
Monday	21 st	All School and Department *(GROUP 1 & 2) Selection Agreement Forms due to Human Resource, ED's, Teaching and Learning, SSS by 5:00 p.m.
Tuesday	22 nd	All School and Department *(GROUP 1 & 2) roster changes must be resolved and sent back to Human Resources by 5:00 p.m.
March 25-April 1 April 4-April 15		SPRING BREAK (NO ACTIVITY) INTERSESSION (NO ACTIVITY)
APRIL		
Monday	18 th	Round 2 Postings OPEN *(GROUP 1 & GROUP 2) [All known openings] by 5:00 p.m.
Friday	22 nd	Round 2 Postings CLOSE *(GROUP 1 & GROUP 2) Applications no longer accepted
Monday	25 th	Round 2 Interviews Open *(GROUP 1 & GROUP 2) Schools & Departments (All known openings) by 5:00 p.m.
Thursday	28 th	Round 2 Interviews Close *(GROUP 1 & GROUP 2) Schools and Departments Selection Agreement Forms and Rosters sent by HR to Principals by 5:00p.m.
MAY		
Monday	2 nd	All School and Department *(GROUP 1 & 2) Selection Agreement Forms due to Human Resource, ED's, Teaching and Learning, SSS by 5:00 p.m.
Tuesday	3 rd	All School and Department *(GROUP 1 & 2) roster changes must be resolved and sent back to Human Resources by 5:00 p.m.
Wednesday	11 th	Job Fair 4:30 p.m. Location: TBD