

**CRITICAL DATES – Licensed Employees Working Under the Master Agreement  
JULY 2008 – JULY 2009**

**NEW EMPLOYEE PAYCHECK SCHEDULES**

**Human Resources must receive all paperwork by the 10<sup>th</sup> of each month to ensure paycheck during the next pay period.**

July 15 – September 15, 2008

CSEA (union) Dues revocation window for newly hired teachers

*(Form must be signed to prevent dues withheld from first paycheck)*

Membership revocation forms available at CSEA and Payroll for newly hired teachers

9/1/08 First Paycheck of the 2008-2009 school year

9/3/08 Orientation to evaluation completed (If hired later, then must do orientation 3 weeks after hire date)

9/15/08 Deadline to revoke dues for 2008-2009 School Year for newly hired teachers

9/29/08 Recommend first observation of Alternative Licensed Teachers

10/1/08 Teacher Seniority List available to schools (top 100+) for retirement information

10/17/08 Probationary licensed observation / conference completed –end of first quarter

11/13/08 Teachers on alternative licenses may be terminated

12/02/08 Retirement Letter due at Human Resources Office

12/19/08 Probationary licensed 2<sup>nd</sup> observation / conference completed (end of second quarter)

2/27/09 Enrollment Projections completed for each building

2/27/09 Postings for Licensed Positions for known vacancies

4/4/09 Notification letters from Human Resources Office

- Temporary Contracts (INRs)
- Leaves of Absence

4/6/09 Written notification from Principal for non-renewal of contract followed by a written letter from Human Resources Office

4/15/09 Deadline for all conversions to be submitted

4/15/09 Deadline for licensed employees to notify the Human Resources Office of their return to work after Leaves of Absence

5/1/09 Deadline to submit teacher exchange application to Human Resources Office

5/1/09 Written notification of **District's** change in assignments deadline

5/1/09 Deadline for teachers to resign stipend positions (Article XV) p. 72

- 5/1/09 District/Principals to notify teachers holding stipend positions of non-renewal of their stipend position, except those stipend positions ending after May 15
- 5/18/09 Deadline for written notification to teacher of **assignment changes** including schools, grades/subjects, and any special or unusual classes for next school year
- 5/29/09 Last day of school for teachers (may have additional snow days)
- 5/29/09 Last date to receive notification of an Out of Cycle Formal Evaluation (Article XII)
- 5/29/09 Last day for teacher under a temporary contract (INR) to apply and interview for transfers as in-District employees
- 6/1/09 Written notification to teachers non-renewed following Board approval
- 7/1/09 Deadline for placing involuntary transfers (preferred)
- 7/1/09 Superintendents' Gentlemen Agreement—Building Administrator notify principals or HR if making licensed recommendations from Colorado District
- 7/16/09 Deadline for teacher resignation (preferred)
- 7/21/09 Last day for teaching vacancy posting (Article VIII)
- 7/31/09 Last day for teachers to transfer (Article VIII)