

**CRITICAL DATES – TEACHERS
JULY 2007 – JULY 2008**

NEW EMPLOYEE PAYCHECK SCHEDULES

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

July 18 – September 18, 2007

CSEA (union) Dues revocation window for newly hired teachers

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

07/19/07 Membership revocation forms available at CSEA and Payroll for newly hired teachers

09/04/07 First Paycheck of the 2007-2008 school year

09/04/07 Orientation to evaluation completed (If hired later, then must do orientation 3 weeks after hire date.

09/18/07 Deadline to revoke dues for 2007-2008 school year for newly hired teachers

09/28/07 Recommend first observation of Alternative Licensed Teachers

10/01/07 Teacher Seniority List available to schools (top 100+) for retirement info.

10/12/07 Probationary certified observation / conference completed (end of 1st qtr.)

11/13/07 Teachers on alternative licenses' may be terminated

11/27/07 Retirement Letter due at Human Resources

12/21/07 Probationary licensed 2nd observation / conference completed (end of 2nd Qtr.)

2/28/08 Enrollment Projections completed for each building

2/28/08 Postings for Certified Positions for known vacancies

04/06/08 Notification letters from Human Resources

- Temporary Contracts
- Leave of Absence

04/06/08 Written notification from Principal for non-renewal of contract followed by a written letter from Human Resources

05/15/08 Deadline for teachers to resign stipend positions (Article XV)

05/15/08 District/Principals to notify teachers holding stipend positions of non-renewal of their stipend position, except those stipend positions ending after May 15

05/23/08 Last day of school for teachers (May 27-28 additional snow days)

05/23/08 Last date to receive notification of an Out of Cycle Formal Evaluation (Article XII)

05/23/08 Last day for teacher under a temporary contract (INR) to apply and interview for transfers as in-District employees

06/01/08 Written notification to teachers non-renewed following Board Approval

07/01/08 Deadline for placing involuntary transfers

07/16/08 Deadline for teacher resignation (preferred)

07/21/08 Last day for teaching vacancy posting (Article VIII)

07/31/08 Last day for teachers to transfer (Article VIII)