



IMPORTANT CONTRACTUAL DATES

Licensed Employee Unit Important Contractual Dates:

October 31: Seniority list published by this date.

November 1: Request for longevity buyout for the next SCHOOL year due.

November 1: Request for sick leave buyback/intent to retire at the end of current school year due.

Second Paycheck in November: Longevity payments in separate lump sum checks.

November 30: Seniority list errors due to the Superintendent in writing.

December 1: Sick leave buyback/intent to retire at some point during the next school year due.

January 15: Leave of absence request for the next school year due.

January 15: Sabbatical leave request for next school year due.

March 1: Request for job sharing for next school year submitted to building principal.

March 1: Voluntary transfer requests due to Superintendent in writing. Requests must be renewed each year.

March 15: Intent to return from maternity/paternity/adoptive leave of 1 or 2 years in writing to Superintendent.

June 1: Admin to notify members of transfers by June 1 or as soon as practicable under normal circumstances.

June 1: Under normal circumstances teachers will be notified by admin in writing of their programs, schools assigned to, grades and/or subjects they will teach and any unusual circumstances for the upcoming year.

June 15: Dismissals due to RIF will be preceded by notice prior to June 15 or sooner, if possible.

Paraprofessional Unit Important Contractual Dates:

October 31: Seniority list published by this date.

November 30: Seniority list errors due to the Superintendent in writing.

Second Paycheck in November: Longevity payments in separate lump sum checks.

June 15: Written notice given to members regarding hiring for coming year.

June 15: (If possible, but no later than the close of the school year,) written notice to members regarding necessity to work one week later than the close of the school year or one week prior to students' arrival.

June 15: Dismissals due to RIF will be preceded by notice prior to June 15 or sooner, if possible.

Administrative Assistant Unit Important Contractual Dates:

July 1: Step increases go into effect.

October 31: Seniority list published by this date.

November 30: Seniority list errors due to the Superintendent in writing.

Also Good to Know:

Grievances: Article 3 in all Unit contracts outline the grievance procedure. If you feel you may have a grievance, see a building rep immediately, as timelines are strict and must be followed. Your building rep will advise you on the next steps.

All Teacher and Caseload Educator Evaluation Dates and Timelines are outlined in the Educator Evaluation Document—please find them there!