2020 – 2021 Staffing Timeline

Date(s) & *Responsible Group*	**Description**
Sat., February 15 ***(SSD)***	SSD Sped Job Fair, Ed Center Auditorium
February 19 ***(HR & Finance)***	**Distribution of Staffing Allocation – Note: *via email and Google doc***
February 20 ***(HR)***	Staffing overview for first and second year district administrators *(all others optional)* from 9:00 – 10:00 in the **Auditorium at the Ed Center**
February 21 ***(HR)***	Early hiring pool event
February 26 ***(HR)***	Staffing Help Session *(optional)* with HR staff from 4:00 – 5:00 in the **Parr Room at the Ed Center**
Between February 26 - March 13 ***(HR)***	Notifications will be sent to all current (2019/20), temporary licensed employees, prior to March 15, reminding them their current position will not be renewed beyond the 2019/20 school year.
March 6 ***(HR)***	Early hiring pool event
March 9 ***(Principals)***	Proposed Displaced Individual Employee forms due to **Human Resources** by 10:00 a.m. (See email from HR with subject "Licensed & Classified Displacement Information – please read")
Week of March 9 ***(HR and Elementary & Secondary Directors)***	HR will forward all displacement forms to Directors of Elementary & Secondary Education for review
March 16 ***(Licensed Employees)***	Deadline for teachers currently on professional or personal leave to indicate if they are returning for the 2020/21 school year (Article 9.3.1 & 9.3.2.d). After this date, personal and professional leave requests may be put on hold until August or until staffing is completed and an adequate replacement teacher is available. This does not apply to medical/family leaves (Article 9.3.1, 9.3.2).
March 17 ***(Principals & Department Heads)***	**Staffing plans due by 11:59 p.m.** - submit to hr@4j.lane.edu - subject line "Staffing Plan" - attach FOPA forms to the email - reference the sample spreadsheet in staffing folder Template will be provided via email on 2/19. HR welcomes and appreciates any electronic staffing plans submitted early.
March 18 at 8:00 a.m. ***(HR)***	HR staff will make site visits to buildings and departments that have not submitted a staffing plan
March 18 – March 27 ***(HR & with possible Principal feedback)***	Reconciling of staffing plans – HR internal processing of staffing (with optional meeting to review final plan). **Administrators & Principals: Please be sure to respond to HR staff calls or emails during this time.**
By March 20 ***(Principals & Supervisors)***	Principals and Supervisors notify all licensed and classified staff verbally of displacement (being reduced in staffing plan submitted to HR). Documentation (including "Displaced Individual Licensed Employee" form) and rationale must be recorded in the working file at the site.
By March 20 ***(HR)***	HR staff meet with new principals to review staffing plans

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	(HR will arrange appointments)
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March 23 – March 31 ***(HR)***	HR analyzes staffing plans and queries for: 1) All open positions 2) Displaced employees 3) Employees returning from leave in part time & full time positions 4) Known retirements and leaves 5) Prepare for Licensed Internal Job Expo
Week of March 30 ***(HR)***	Licensed Notice of Displacement delivered to buildings
April 1 ***(Licensed Employees)***	Deadline for licensed staff to notify HR if retiring between April 1 – Nov. 15 without a penalty (Article 4.9.1.b). Deadline for retirement incentives.
April 1 ***(HR)***	Job Expo tutorial for new district administrators at 4:00 p.m. in the Auditorium *(all others optional)*
April 7 ***(HR)***	Classified employees to receive first letter communicating initial notice of assignment *(this message will have been delivered in person, by the building principal no later than Friday, March 20)*
April 7 – April 23 ***(HR & Principals)*** Secondary: Tuesday, April 7, 14 & 21 Elementary: Thursday, April 9, 16 & 23	Job Expo window (for Licensed only) Secondary on Tuesdays and Elementary on Thursdays
April 15 ***(HR)***	Reconciled staffing spreadsheets available to Financial Services (position control process begins)
April 17 ***(Classified Employees)***	Classified employee first letter response due to HR
April 20 – May 1 ***(HR)***	HR Classified Staffing Process
Ongoing: Following completion of the Job Expo ***(HR)***	Placement of remaining pool hires and posting of remaining licensed positions by HR in NEOGOV
Week of May 4 ***(HR)***	Notification to Licensed staff of anticipated R.I.F. begins (Principals will be notified before notices go out)
Week of May 4 ***(HR & SSD)***	HR and SSD will review the final classified staffing plan
Week of May 11 ***(HR & OSEA)***	HR and OSEA will review staffing and any displacements, layoffs, recall list, etc.
Week of May 11 ***(HR)***	Final letters of assignment sent to Classified employees via email. Principals/supervisors will receive notification prior to letters being sent.
By May 29 ***(HR)***	Placement & notification of displaced Licensed staff complete. (Note: All Licensed placements may be done by the end of the school year. There may still be unassigned licensed staff if the following: medical leaves, lay-off, recalls, etc.)
June 3 or 17 ***(HR)***	School Board meeting – names of any employees who will receive a layoff notice will be submitted at one of these meetings
June 8 – 19 ***(HR, Finance, Principals & Secondary Administrators)***	HR and Financial Services to meet one on one with Secondary administrators to review final reconciliation of staffing plans