



2021 – 2022 Staffing Timeline

Date(s) & Responsible Group	Description
February 23 (<i>HR & Finance</i>)	Distribution of Staffing Allocations via Zoom Note: <i>Materials will be available via email and in the “Staffing Materials” Google shared drive</i>
February 25 (<i>HR & new district administrators</i>)	Staffing process overview for first and second year district administrators (<i>all others optional</i>) via Zoom (<i>Tentatively scheduled for 10:30 a.m.</i>)
March 2 (<i>HR</i>)	Staffing Help Session (<i>optional</i>) with HR from 4 - 5 via Zoom
March 6 (<i>Saturday, SSD</i>)	SSD Sped Job Fair
Before March 12 (<i>HR</i>)	Notifications will be sent to all current (2020/21), temporary licensed employees, prior to March 15, reminding them their current position will not be renewed beyond the 20/21 school year.
Week of March 15	Early Hire Pool Interviews Round I: details to be determined, more information to come
March 15 (<i>Licensed Employees</i>)	Deadline for teachers currently on professional or personal leave to indicate if they are returning for the 2021/22 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).
REVISED DATES March 16 (<i>Secondary Principals & Department Directors</i>) April 2 (<i>Elementary Principals</i>)	Proposed Displaced Individual Employee forms due to Human Resources by 10:00 a.m. (See email from HR with subject “Licensed & Classified Displacement Information (2021) – please read”) Forms will then go to Instruction Directors for review.
REVISED DATES March 18 (<i>Secondary Principals & Departments Heads</i>) April 6 (<i>Elementary Principals</i>)	Staffing plans due by 11:59 p.m. <ul style="list-style-type: none"> - 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 by the end of the day on 2/23. HR welcomes and appreciates any electronic staffing plans submitted early.)
By March 19 (<i>Secondary Principals & Supervisors</i>)	Secondary Principals and Supervisors must verbally notify all classified and licensed staff of displacement (<i>partial or full reduction that does not meet classified time block rights or licensed job rights</i>). Documentation (including “Displaced Individual Licensed Employee” form) and rationale must be recorded in the working file at the site. <i>Note: Staff who has been assigned in your staffing plan within either their time block rights or job rights, but at a reduced assignment, need to be notified as well.</i>
March 19 – April 8 (<i>HR & with possible Principal feedback</i>)	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.
April 1 (<i>Licensed Employees</i>)	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 2 (<i>Elementary Principals</i>)	Proposed Displaced Individual Employee forms due to Human Resources by 10:00 a.m. (See March 16 above for details)

*This staffing document is intended for use by building and department administrators and supervisors.
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April 6 (<i>Elementary Principals</i>)	Staffing plans due by 11:59 p.m. (see March 18 above for details)
REVISED DATE April 7 (<i>Elementary Principals</i>)	Elementary Principals must verbally notify all classified and licensed staff of displacement (<i>partial or full reduction that does not meet classified time block rights or licensed job rights</i>). (See March 19 above for details)
April 8 – April 12 (<i>HR</i>)	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 April 12 (<i>HR</i>)	Licensed Notice of Displacements delivered to employees with partial or full displacement (displacement from part time job rights is only when an assignment is reduced to less than .5 FTE). <i>Letter includes information regarding both exploring leave of absence options (if eligible/applicable) and the upcoming Job Expo.</i>
April 13 (<i>HR & new district administrators</i>)	Job Expo tutorial for new district administrators (<i>all others optional</i>) at 4:00 p.m. via Zoom
April 15 (<i>HR</i>)	Classified employees to receive first letter communicating initial notice of assignment. Response due <u>only</u> from employees reduced from their time block rights. <i>Letter includes information regarding options, including steps if they want to accept that reduced assignment or how to pursue a position at a different site.</i>
April 20 – May 6 (<i>HR & Principals</i>) Secondary: Tuesday, April 20 & May 4 Elementary: Thursday, April 22 & May 6	Job Expo window (for Licensed positions only) via Zoom Secondary on Tuesdays and Elementary on Thursdays
April 26 (<i>Classified Employees</i>)	Classified employee first letter response due to HR
April 26 – April 30 (<i>HR</i>)	HR Classified Staffing Process
Ongoing: Following completion of the Job Expo (<i>HR</i>)	Placement of remaining pool hires and posting of remaining licensed positions by HR in NEOGOV
Week of May 3 (<i>HR & SSD</i>)	HR and SSD will review the final classified staffing plan
Week of May 10 (<i>HR</i>)	Notification to Licensed staff of anticipated R.I.F. begins (Principals will be notified before notices go out)
Week of May 10 (<i>HR</i>)	First reconciled staffing available for Financial Services (position control process begins)
Week of May 10 (<i>HR & OSEA</i>)	HR and OSEA will review staffing and any displacements, layoffs, recall list, etc.
Week of May 10 (<i>HR</i>)	Final letters of assignment sent to Classified employees via email. Principals/supervisors will be notified prior to letters being sent.
By May 28 (<i>HR</i>)	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 2 or 16 (<i>HR</i>)	School Board meeting – names of any employees who will receive a layoff notice will be submitted
June 7 – 18 (<i>HR, Finance, Principals & Secondary Administrators</i>)	HR and Financial Services to meet one on one with Secondary administrators to review final reconciliation of staffing plans
By July 1	Second reconciled staffing available for Financial Services

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