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**[admin\_super] Staffing Timeline**

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**From :** Karen Hardin <hardin@4j.lane.edu> Thu, Feb 17, 2022 01:00 PM  
**Sender :** admin\_super <admin\_super-bounces@4j.lane.edu> 1 attachment  
**Subject :** [admin\_super] Staffing Timeline  
**To :** Administrators <admin\_super@4j.lane.edu>  
**Cc :** Human Resources <human\_staf@4j.lane.edu>

Good Afternoon -

If you are responsible for staffing your building/department for the 2022/23 school year, please read on! For those of you on this listserv that are not responsible for staffing, it's your choice to read or delete 😊

Attached to this email is a copy of the 2022-2023 Staffing Timeline. While the entire document holds lots of important dates and details, for your convenience, below are some key highlights.

- February 23: Distribution of Staffing Allocations via Google Drive (an email will be sent when the documents are uploaded in Google).
  - [Google Drive: Staffing Materials for 2022/23 school year](#)
- February 24: Staffing process overview, required for first and second year district administrators via Zoom 10:30-11:30 (all admin invited to join)
- March 2: Staffing Help Session via Zoom 3:30-4:30 (optional)
- March 11: Deadline for Proposed Displaced Individual Employee Forms submitted to HR by 10:00 AM (provides HR time to consult and get approval from level directors)
- **March 16: ALL staffing plans due to HR by 11:59 PM**
- March 18: All Principals and Supervisors must verbally notify all staff displaced from their position
- April 12-28: Job Expo process

I have one more note of importance. Over the next few months while HR is working on the huge task of staffing for the 2022/23 school year, we will also be involved in the monumental task of transitioning from Lawson to BusinessPlus as the district's HRIS system. I know you are all aware of the work and potential impacts this sort of transition takes. Lawson is the backbone of HR and Payroll, this includes staffing. So this year we have to do things a little differently (you may not notice but we will!). This will be complex, stressful and I promise there will be hiccups. I ask for your patience, collaboration and timely response to HR questions. Our new team is eager to support a successful staffing season but needs your help.

Please work closely with Bernadette (classified) and Rob (licensed) for any complex staffing issues.

On behalf of the HR Team,

Karen

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 **Staffing Timeline for 2022.2023 REV 2.16.22.pdf**  
797 KB

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## 2022 – 2023 Staffing Timeline

Date(s) & Responsible Group	Description
February 23 (HR & Finance)	<b>Distribution of Staffing Allocations via Google</b> Note: <i>Materials will be available via email and in the “Staffing Materials” Google shared drive</i>
February 24 (HR & new district administrators)	Staffing process overview for first and second year district administrators ( <i>all others optional</i> ) via Zoom from 10:30 – 11:30 a.m.
By March 1 (HR)	Notifications sent to all current (2021/22), temporary licensed employees, reminding them their current position will not be renewed beyond the 2021/22 school year.
Beginning in early March	Early Hire Pool Interviews Round I (licensed positions): details to be determined, more information to come
March 2 (HR & any administrators)	Staffing Help Session ( <i>optional</i> ) via Zoom from 3:30 – 4:30 p.m.
March 15 (Licensed Employees)	Deadline for teachers currently on professional or personal leave to indicate if they are returning for the 2022/23 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).
<b>March 11</b> (All Principals & Department Directors)	Proposed Displaced Individual Employee forms due to <b>Human Resources</b> by 10:00 a.m. (See email from HR with subject “Licensed & Classified Displacement Information (2022) – Please Read”) Forms will be reviewed by HR and Instruction.
<b>March 16</b> (All Principals & Departments Heads)	<b>Staffing plans due by 11:59 p.m.</b> <ul style="list-style-type: none"> <li>- submit to hr@4j.lane.edu</li> <li>- subject line “Staffing Plan”</li> <li>- attach FOPA forms to the email</li> <li>- reference the sample spreadsheet in staffing folder</li> </ul> (Template will be provided via email by the end of the day on 2/23. HR welcomes & appreciates any staffing plans submitted early.)
March 17 – March 30, possibly beyond (HR & with possible Principal feedback)	Reconciling of staffing plans – HR internal processing of staffing (with optional meeting to review final plan). <b>Administrators &amp; Principals: Please watch for HR staff calls or emails during this time.</b>
By March 18 (All Principals & Supervisors)	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 have 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>
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.
March 31 – April 4 (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

*This staffing document is intended for use by building and department administrators and supervisors.*

*Dates are subject to change and updates will be posted in the Staffing Materials shared drive within the 4J Google drive.*

**Revised 02/16/2022**

