
[admin_super] Staffing Timeline Adjustments

From : Karen Hardin <hardin@4j.lane.edu>

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Sender : admin_super <admin_super-bounces@4j.lane.edu>

Subject : [admin_super] Staffing Timeline Adjustments

To : Administrators <admin_super@4j.lane.edu>

Cc : Human Resources <human_staf@4j.lane.edu>

Good Afternoon -

If you are responsible for staffing a building or department for the 2023/24 school year, please read the critical update below.

First of all, I sincerely want to thank those of you working to staff 4J for the 2023/24 school year. We have already had some good conversations with many of you and are fully aware of how heavy the lift is this year. HR wants to acknowledge that there is missing allocations/information that is making it difficult, if not impossible, to complete a staffing plan and meet the upcoming deadlines. Specifically, allocations associated with SIA funding will not be approved until the March 15 board meeting. Instruction is not able to provide allocations until the plan is approved which impacts greatly the ability of principals to complete the work by the established deadlines. **The purpose of this email is to provide some pressure relief.**

Please note two significant changes to the staffing timeline:

- The March 8th deadline to provide HR proposed Displaced Individual Employee forms for schools will be pushed to **Monday, March 20 at 10:00 AM**. HOWEVER, the March 8th deadline is still in effect for departments.
- The March 15 at 11:59 PM deadline for staffing plans for schools will be pushed to **Monday, March 20 at 10:00 AM**. However, the March 15 at 11:59 PM deadline is still in effect for departments and programs not impacted by SIA funding.

We hope to work with Instruction to get you additional information next week on what to expect regarding SIA funding so that you can begin to plan appropriately. Watch for an update from us as soon as we are able to provide helpful information.

For now, take a deep breath.

If you have questions, you can reach out to your HR support or your level director.

Be well,

Karen

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Director of Human Resources

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