

## Spring 2018 Timeline

February 28	Process and time deadlines for changes in assignment will be provided in writing to SLP's
Feb 20 – Feb 26	Teacher Consultant and Mentor positions posted
Feb 26 onwards	Interviews for Teacher Consultant and Mentor Positions
March 15 – before 4:30pm	Deadline for employees who commit to a transfer (vacate card)
March 31 – before 4:30pm	Teachers returning from leave must notify HR, in writing, of intent to return to work for September 2018
March 31st – before 4:30 pm	<ul style="list-style-type: none"> <li>• <i>Part-time teachers wishing to increase their FTE at their current school must notify their principals using Request for Increase/Change in Teaching time for desired FTE for 2018 September; a copy of the form (with both teacher and administrator signatures) <b>MUST</b> be received in HR before 4:30pm on March 31<sup>st</sup></i></li> <li>• <i>Important Note! If there are layoffs, employees will not be able to increase their teaching time as per Article C.20.3.c</i></li> </ul>
March 31 – by 4:30pm	Deadline for applications of leave of one year or longer beginning 2018 September
April 10 - 16	Department Head postings (Secondary) open on OAM
April 16 onwards	Interviews and offers for Department Head (Secondary) vacancies only
May 31 - before 4:30 pm	Deadline to submit Retirement letter to HR requesting ERIP (Early Retirement Incentive Plan)
June 1 <sup>st</sup> (or earlier)	Employees informed in writing of transfer due to surplus; Copies of surplus letters must be submitted to HR
June 5 – 11	Spring Transfer Period – All continuing and temporary vacancies
June 11 <sup>th</sup> onwards	Interviews and offers for <b>continuing positions</b> only <ul style="list-style-type: none"> <li>• <i>Interviews and offers for temporary positions may only proceed upon approval from HR (may be used for placements)</i></li> </ul>
June 16	HR will begin placement of all unassigned continuing contract employees (unassigned Priority Group B employees)
August 14-20	SPP vacancies posted
August 20 <sup>th</sup> onwards	Interviews and offers for SPP <b>continuing positions</b> only <ul style="list-style-type: none"> <li>• <i>Interviews and offers for temporary positions may only proceed upon approval from HR (may be used for placements)</i></li> </ul>
September 4-10	2018-2019 Posting Period 1