

## **ETA STAFFING TIME-LINE** **For the 2017 / 2018 School Year**

Friday  
1/13/17

Principals and Supervisors are emailed the ETA Staffing Timeline for school year 2017/2018.

Tuesday  
1/17/17

Letters are sent to all certified staff on leave that have a **February 1<sup>st</sup>**, deadline for notifying the District of their intention to return from leave or resign, reminding them of the deadline. **(March 1<sup>st</sup> is the deadline for job share requests)**

Wednesday  
1/18/17

Notification letters for those who have not completed their Physical requirement.  
Notification letters for those who have not completed their licensure requirements.

On or  
Before  
1/31/17

**\*\*"ETA Years of Service Data" review**  
Information will be sent to buildings and staff.

\*\*The "ETA Years of Service Data" list is the first process that will develop the **Statutory Ranking** (SB7 Law process) *in the past known as the "Seniority" lists.*

**All corrections MUST be emailed to: [ETASTaffing@u-46.org](mailto:ETASTaffing@u-46.org)**  
**After** the teachers review their "Years of service" data, corrections are made. The TAP/ISBE appraisal data per SB7 language will then be added to complete the **Statutory Ranking.**

**1/23/2017 thru 2/10/17 - Staffing weeks for schools - Principals meeting with HR Team**

On or Before:  
Friday  
2/03/17

**\*Statutory Ranking Deadline – (75 Days prior to the last day of school)**  
*\*Final Rankings can be adjusted within 45 days: March 20, 2017*

**Monday-BOE**  
**3/06/17**

Dismissals of all limited contracts at BOE meeting (*Pre-tenure* part-time, TIS, *Pre-Tenure* 1 year only, 1 semester only, & Licensure), Reductions In Force as needed, and all other dismissals.

Tuesday  
3/07/17

Dismissal letters delivered to all teachers dismissed at 3/06/17 BOE meeting.

**Monday-BOE**  
**3/13/17**

Second BOE Meeting for additional Staffing information needs to be BOE approved.

Tuesday  
3/14/17

Dismissal Letters delivered to all teachers dismissed on 3/13/17 BOE meeting.

## **ETA STAFFING TIME-LINE**

1/12/2017

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## For the 2017 / 2018 School Year

Wednesday

3/15/17

**In-Building Reassignment** - Updated posting of all vacancies available within building for In-Building Reassignment (within bldg.) sent to Bldg. Principals or department.

**ONLINE POSTINGS IN APPLITRACK FOR ALL OPEN POSITIONS WILL BEGIN.** JOB# WILL BE LISTED WITH POSTING TO MATCH THE APPLITRACK SYSTEM.

**Teachers shall apply using the Human Resources online application system.**

All applications will be online to view for hiring Administrators.

Interviews must be granted to all eligible ETA members who apply and have the approved credentials.

Thursday

3/16/17

**1<sup>st</sup> In-Building APPLITRACK Application DEADLINE (Midnight)**

Friday

3/17/17

**In-Building Reassignment DEADLINE - First Round of In-Building Reassignment concludes** with hard copy notification in writing to HR no later than 4:00pm.

Monday

3/27/17

**Voluntary Transfer** - Vacancy list made available **by end of day**,

**Voluntary Transfer process starts.** (*Interviews during Spring break are an option but not expected*)

**ONLINE POSTINGS IN APPLITRACK FOR ALL OPEN POSITIONS WILL BE AVAILABLE.** JOB# WILL BE LISTED WITH POSTING TO MATCH THE APPLITRACK SYSTEM.

**Teachers shall apply using the Human Resources online application system.**

All applications will be online to view for hiring Administrators.

Interviews must be granted to all eligible ETA members who apply and have the appropriate credentials. (*Interviews during Spring break are an option but not expected*)

Wednesday

4/05/17

**Voluntary Transfer APPLITRACK Application DEADLINE (Midnight)**

Friday

4/07/17

**Voluntary Transfer DEADLINE** - Interviews completed and Selections in writing to HR before 4:00pm.

Wednesday

4/12/17

**HR extends ALL offers for Voluntary Transfer via phone call**

HR conference room starting at 10:00 a.m. **(Elementary & Secondary)**

**ALL VOLUNTARY TRANSFER CONFIRMATIONS CONCLUDED**

## ETA STAFFING TIME-LINE

## For the 2017 / 2018 School Year

**Monday**  
4/17/17

**2<sup>nd</sup> In-Bldg Reassignment /Voluntary Transfer** – Onsite transfer option. Updated posting of all vacancies will be made available for this **second round**.

**ONLINE POSTINGS IN APPLITRACK FOR ALL OPEN POSITIONS WILL BE AVAILABLE.** JOB# WILL BE LISTED WITH POSTING TO MATCH THE APPLITRACK SYSTEM.

**Teachers shall apply using the Human Resources online application system.**

All applications will be online to view for hiring Administrators.

Interviews must be granted to all eligible ETA members who apply and have the appropriate credentials.

**Tuesday**

**4/18/17 2nd In-Building APPLITRACK Application DEADLINE (Midnight)**

**Wednesday**

4/19/17 **Parts Meeting** with Principals for secondary staffing at the ESC in Room 240 at 4:00 p.m. – TENTATIVE DATE

**Thursday**  
4/20/17

**2<sup>nd</sup> In Building Reassignment /Voluntary Transfer DEADLINE**- Email notification to Human Resources of reassignments and remaining vacancies available in each school by 2:00 p.m.

**Friday**  
4/21/17

**ALL IN-HOUSE REASSIGNMENTS CONCLUDED**

**Tuesday**  
4/25/17

**Involuntary Transfer Invites**

**Letters and vacancies will be emailed to all displaced teachers.**

Note: *Displaced teachers who were not placed during Voluntary could “bump” teachers either in their buildings or on district lists if they are eligible and reside on a ranking list. Each case will be addressed individually. Non-displaced Teachers who could be impacted during this process will be notified by HR if the possibility arises.*

**Thursday**  
4/27/17

**Involuntary Transfer Meeting** for displaced teachers. 12.65.2 (b) – In filling such positions, all persons who are to be involuntarily transferred shall be offered the available positions in order of statutory ranking, from highest to lowest. In cases where the teacher is qualified to hold more than one available position, the teacher will indicate their order of preference and the district will assign the teacher. The meetings will begin at 3:30 PM in the HR conference room at the ESC. The teacher will have the option to send their election to HR if they do not want to attend the meeting in person.

**Friday**  
4/28/17

**RIF Recall starts**

Vacancies will be made available as soon as recall for each individual position is exhausted. Recall will be based on Statutory Ranking listings from highest to lowest. *HR will contact Principals if hiring from the outside can be considered.*

**Friday & Saturday**

4/28 & 29/2017 **RIF Recall continues**

**Monday**  
5/1/2017

**Postings to Outside Candidates at the Conclusion of RIF Recall**