

ETA STAFFING TIMELINE FOR THE SY2024-2025 HUMAN RESOURCES DEPARTMENT	
Thursday 12/14/2023	Notification letters for those who have not completed their Physical requirement. Notification letters for those who have not completed their licensure requirements.
Monday 1/8/2024	ETA, Principals and Supervisors are emailed the ETA Staffing Timeline for school year 2024-2025
Tuesday 1/9/2024	Letters are sent to all certified staff on leave that have a February 1st deadline for notifying the District of their intention to return from leave or resign; reminding them of the deadline. (March 1st is the deadline for job share requests.)
Tuesday - Tuesday 1/16/2024 - 2/6/2023	Staffing weeks for schools - Principals meeting with HR Team.
On or Before Monday 1/29/2024	<p>ETA Years of Service Data review Information will be sent to buildings and staff.</p> <p>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.</p> <p>All corrections MUST be emailed to: ETASTaffing@u-46.org Deadline Date: 02/02/2024. 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.</p>
On or before Friday 2/2/2024	<p>Statutory Ranking Deadline – (75 Days prior to the last day of school) Final Rankings can be adjusted within 45 days: March 23, 2024</p>
Board of Education Timeline Details	
Thursday 2/22/2024	Provide Board secretary with Reduction in Force Memo.
Monday - BOE 2/26/2024	BOE - Preview of Staffing Information.
Thursday 2/29/2024	Principal Meeting to review RIF process (3-4pm).
Thursday 2/29/2024	Toggle Reduction Inforce List provided to BOE secretary.
Monday – BOE 3/4/2024	Dismissals of all limited contracts at BOE meeting (Pre-tenure part-time, Temporary Instructional Staff (TIS), Pre-Tenure 1 year only, 1 semester only, & Licensure), Reductions in Force as needed, and all other dismissals.
Tuesday 3/5/2024	Dismissal letters delivered to all teachers dismissed at 3/4/2024 BOE meeting.
Thursday 3/7/2024	Toggle Reduction Inforce List provided to BOE secretary.
Monday - BOE 3/11/2024	Second BOE Meeting for additional Staffing information that needs to be BOE approved.
Tuesday 3/12/2024	Dismissal letters delivered to all teachers dismissed at 3/11/2024 BOE meeting.

Thursday 3/14/2024	Toggle Reduction Inforce List provided to BOE secretary.
Monday 3/18/2024	Third BOE Meeting for additional Staffing information that needs to be BOE approved.
Wednesday 3/20/2024	Dismissal letters delivered to all teachers dismissed at 3/18/2024 BOE meeting.
Transfer Reassignment Timeline Details	
Wednesday 3/06/2024	<p>In-Building Reassignment - Updated posting of all vacancies available within building for In-Building Reassignment sent to Bldg. Principals or departments.</p> <p>ONLINE POSTINGS IN APPLITRACK FOR ALL OPEN POSITIONS WILL BEGIN. JOB ID# WILL BE LISTED WITH POSTING TO MATCH THE APPLITRACK SYSTEM.</p> <p>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.</p>
Thursday 3/07/2024	<p>1st In-Building APPLITRACK Application DEADLINE (Midnight) Applitrack Link</p>
Friday 3/8/2024	<p>In-Building Reassignment DEADLINE - First Round of In-Building Reassignment concludes with hard copy notification in writing to HR no later than 4:00pm.</p> <p>1st In-building Selection Form</p>
Tuesday 3/12/2024	<p>PARTS MEETING Virtual at 2:00 p.m. (Secondary Admin/Program Coord. & Directors)</p>
Monday 3/18/2024	<p>Voluntary Transfer - Vacancy list made available by end of day, Voluntary Transfer process starts. (<i>Interviews during Spring break are an option but not expected.</i>)</p> <p>ONLINE POSTINGS IN APPLITRACK FOR ALL OPEN POSITIONS WILL BE AVAILABLE. JOB ID# WILL BE LISTED WITH POSTING TO MATCH THE APPLITRACK SYSTEM.</p> <p>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.)</p>
Sunday 3/24/2024	<p>Voluntary Transfer APPLITRACK Application DEADLINE (Midnight)</p> <p>Voluntary Transfer Selection Form Link</p>
Thursday 4/4/2024	<p>Voluntary Transfer DEADLINE - Interviews completed and Selections in writing to HR before 4:00pm.</p>

<p>Tuesday 4/9/2024</p>	<p><u>HR extends ALL offers for Voluntary Transfer via phone call</u> Location TBD Starting at 10 a.m. (Elementary & Secondary)</p> <p><u>ALL VOLUNTARY TRANSFER CONFIRMATIONS CONCLUDED</u></p>
<p>Monday 4/15/2024</p>	<p>2nd In-Bldg Reassignment– Onsite/Program ONLY between departments.</p> <p>Updated posting of all vacancies will be made available for this second round.</p> <p>ONLINE POSTINGS IN APPLITRACK FOR ALL OPEN POSITIONS WILL BE AVAILABLE. JOB# WILL BE LISTED WITH POSTING TO MATCH THE APPLITRACK SYSTEM. Applitrack Link</p> <p>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.</p>
<p>Tuesday 4/16/2024</p>	<p>2nd In-Building APPLITRACK Application DEADLINE (Midnight)</p>
<p>Wednesday 4/17/2024</p>	<p>Submit 2nd Inbuilding Selection Form to HR by 3:00 p.m.</p>
<p>Thursday 4/18/2024</p>	<p>Email notification to Human Resources of remaining vacancies available in each school by 3:00 p.m.</p>
<p>Friday 4/19/2024</p>	<p>ALL IN-HOUSE REASSIGNMENTS CONCLUDED</p>
<p>Tuesday 4/23/2024</p>	<p><u>Involuntary Transfer Invites</u> Letters and vacancies will be emailed to all displaced teachers.</p> <p>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.</p>
<p>Thursday 4/25/2024</p>	<p><u>Involuntary Transfer Meeting for displaced teachers. 12.65.2 – 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 office or virtually. The teacher will have the option to send their election to HR if they do not want to attend the meeting in person.</u></p>
<p>Friday 4/26/2024</p>	<p><u>RIF Recall starts</u> 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. <i>HR will contact Principals if hiring from the outside can be considered.</i></p>
<p>Saturday 4/27/2024</p>	<p>RIF Recall continues if needed</p>
<p>Wednesday 5/1/2024</p>	<p>Postings to Outside Candidates at the Conclusion of RIF Recall</p>