

Spring 2019 Timeline

February 28	Process and time deadlines for changes in assignment will be provided in writing to SLP's
Feb 19 – Feb 25	Teacher Consultant and Mentor positions posted
Feb 25 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 2019
March 31st – before 4:30 pm	<ul style="list-style-type: none"> • <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 2019 September; a copy of the form (with both teacher and administrator signatures) MUST be received in HR before 4:30pm on March 31st</i> • <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>
March 31 – by 4:30pm	Deadline for applications of leave of one year or longer beginning 2019 September
April 9 - 15	Department Head postings (Secondary) open on OAM
April 15 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 st (or earlier)	Employees informed in writing of transfer due to surplus; Copies of surplus letters must be submitted to HR
June 4 – 10	Spring Transfer Period # 1 – All continuing and temporary vacancies
June 10 th onwards	Interviews and offers for continuing positions only <ul style="list-style-type: none"> • <i>Interviews and offers for temporary positions may only proceed upon approval from HR (may be used for placements)</i>
June 17	HR will begin placement of all unassigned continuing contract employees (unassigned Priority Group B employees)
June 18 - 24	Spring Transfer Period # 2 – All continuing and temporary vacancies
June 24 th onwards	Interviews and offers for continuing positions only <ul style="list-style-type: none"> • <i>Interviews and offers for temporary positions may only proceed upon approval from HR (may be used for placements)</i>
August 13 - 19	Summer Posting Period
August 19 th onwards	Interviews and offers for SPP continuing positions only <ul style="list-style-type: none"> • <i>Interviews and offers for temporary positions may only proceed upon approval from HR (may be used for placements)</i>
September 3 - 9	2019-2020 Posting Period 1