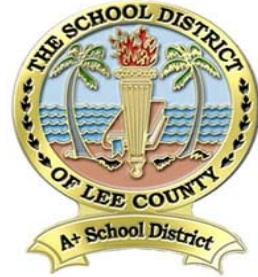


Human Resources and Employee Relations Division

To be a World-Class School System it takes a World-Class Team

The e-Newsletter
of the Division of Human Resources
and Employee Relations

HR Times



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REAPPOINTMENTS FOR FY13

Schools have received their DRA allocations and most have started working on their staffing structure for the next school year. As a result, school and district administrators are now making important reappointment decisions in anticipation of meeting contractual deadlines. To help with these decisions, Human Resources staff would like you to consider the following guidelines:

1. A teacher on annual or probationary contract should only be reappointed if you have a position at your school AND the teacher is a high performing teacher. If you do not have a position or if you have concerns with the employee's performance, you should not recommend reappointment.
2. A SPALC employee with two years or less seniority with the District should only be reappointed if you have a position at your school or department AND the employee is a high performing employee. If you do not have a position or if you have concerns with the employee's performance, you should not recommend reappointment.
3. A Salary Schedule N or Administrative employee should only be reappointed if you have a position at your school or department AND the employee is a high performing employee.
4. Under no circumstances should an employee's work year or hours be reduced (or increased) without approval from Human Resources. Offering an employee the option of reduced hours OR placement on the surplus list is no longer an option.



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Important Dates

- April 16 - April 27-** Voluntary Transfer Period
- April 23-** Surplus names due to Personnel Services.
- May 1-** Deadline to notify SPALC employees who are being considered for non-reappointment.
- April 30-** Begin completion of Employment Status Forms to recommend TALC, SPALC, & N Salary Schedule employees.
- May 10-** Final assessment materials due to Personnel Services.
- June 1—** Deadline to Complete Administrator Employment Status Forms.
- July 1—** Deadline to complete Administrator Evaluations.

Reappointments Continued

5. Involuntary transfer decisions should be based on seniority and student need. Employees with performance concerns should be dealt with directly. Placing employees with performance concerns, particularly undocumented ones, on the surplus or involuntary transfer list is not an acceptable practice.

2012-2013 Voluntary Transfer Period

The voluntary transfer period starts on **April 16th** and ends on **April 27th**. Principals should submit all known vacancies to Personnel Services via the Job Opening Request Form. Please remember that you must advertise all vacant positions, unless you are planning to make an assignment change within the same job description. For example, an Educational Paraprofessional is a different job description than a Clinic Assistant.



Important Evaluation Information

Most of you are now in the midst of conducting employee evaluations. This process is a unique opportunity to bolster retention of your very best employees through the recognition of their important work. The evaluation process is also used to improve mediocre performance or to continue the process of handling poor performance. Conducting evaluations in a proper manner will result in a positive impact on student achievement through the documentation of performance--superb, poor and everything in between. You will retain your very best teachers while encouraging the rest to improve or make a different career choice.

For **Instructional** evaluation information, please visit the [HR PeopleSoft Help Page Teacher Evaluation System](http://hr.leeschools.net/PeopleSoft/PS_Teacher_Eval.htm) website: http://hr.leeschools.net/PeopleSoft/PS_Teacher_Eval.htm .

For **Administrative** and **Non-Instructional** evaluation information, please visit the [PeopleSoft HR Help Page ePerformance for Managers](http://hr.leeschools.net/PeopleSoft/Manager_ePerformance.htm) website: http://hr.leeschools.net/PeopleSoft/Manager_ePerformance.htm .

For **SPALC** employees, please remember these important points when filling out performance evaluation documents.

- 1. Unacceptable** rating for SPALC employees requires documentation which has been presented to the employee at an earlier time. Due process must have been provided prior to receiving the documentation and the documentation must have been signed by the employee (or at least the opportunity to sign).
- 2. Inconsistent** rating requires documentation similar to Unacceptable. The threshold for what constitutes acceptable documentation is not as high, however; it is still important that the employee has been made aware of the problem or concern prior to the evaluation and has been provided documentation specific to the concern.

FY12 YEAR-END DOCUMENTS REQUIRED BY PERSONNEL SERVICES
(By Employee Job Types)

		*OBSERVATION (Paper Form)	MID-YEAR EVALUATION Electronic - Performance Assessment Center (PAC)	FINAL EVALUATION Electronic - Performance Assessment Center (PAC)	FINAL EVALUATION (Paper Form)	FINAL EVALUATION Electronic - e-Performance	PROFESSIONAL DEVELOPMENT PLAN (PDP) (Paper Form)	RECOMMENDATION Electronic - e-Performance
JOB TYPE	CONT TYPE	Web link: http://learn.leeschools.net/dept/hr/teacher_eval_resources.htm	PeopleSoft: HCM>SDLC>Performance Assessment Center> Assessment>Teacher Review Search	PeopleSoft: HCM>SDLC>Performance Assessment Center> Assessment>Teacher Review Search	Web link: http://learn.leeschools.net/dept/hr/teacher_eval_resources.htm	PeopleSoft: Manager Self Service>Performance Management>Performance Documents>Current Documents>Final Performance Evaluation	Web link: http://learn/dept/personnel/forms/printableforms.htm	PeopleSoft: Manager Self Service>Performance Management>Performance Documents>Current Documents>Recommended Employment Status
INSTR	Probationary	XX	X	X			X	X
INSTR	Annual	XX		X			X	X
INSTR	PSC/CC			X			X	
INSTR	Open End	X			X			
ADMIN	Annual					X		X
NON INSTR	--					X		X

*Pre/Post Observations must be completed for the appropriate employee types but are not required to be submitted to Personnel Services.