Instructional Personnel Reappointment Timeline
for the 2015-2016 School Year

Date	Event
February 5, 2015, Thursday	Human Resources (HR) informs Leadership of the *Instructional Reappointment Timeline* during Leadership Meeting
February 16 - 27, 2015	2015-2016 *Instructional* units are identified
February 27, 2015, Friday	Human Resources (HR) sends administrators the 2015-2016 *Instructional Reappointment List* . Administrators indicate on this list whether or not they are recommending a teacher for reappointment to their school for the 2015-2016 school year. *(Yes/No)*
March 5, 2015, Thursday	Administrators return completed 2015-2016 *Instructional Reappointment List* to Human Resources (HR).
Mid March	Proposed involuntary transfers are identified. *(Priority Hiring Status Schools may post and hire at any time.)*
March 9, 2015, Monday	Human Resources (HR) sends administrators the *TERMS Unit Rosters* for corrections/revisions.
March 16, 2015, Monday	Administrators return **completed** *TERMS Unit Rosters* to Human Resources (HR).
March 23 - March 27, 2015	Human Resources (HR) sends a list of the identified instructional involuntary transfers to the administrator along with a list of vacant instructional positions at their school site.
March 30 - April 3, 2015	SPRING BREAK
April 6 - April 17, 2015	*Involuntary* Placement window
April 13, 2015, Monday	Human Resources (HR) provides administrators with a list of instructional employees who are **not eligible** to transfer. This list is made available to administrators via a Moodle site and will be **updated** by Human Resources (HR) until the transfer window closes on Thursday, July 9, 2015.
April 20 - May 8, 2015	*Voluntary/Involuntary* Instructional Transfer window Voluntary and Involuntary instructional transfers apply and participate in interview opportunities at school sites*. Human Resources (HR) will continue to place remaining instructional involuntary transfers into vacant positions for which they are certified.*
April 27, 2015, Monday	Human Resources (HR) sends the *Notice of Non-Reappointment* letters to the school sites for the **probationary** and **annual** contract instructional employees.
April 27, 2015, Monday	Human Resources (HR) sends the *Employment Status Memos* for instructional employees who are in **temporary positions** or have **credentialing/compliance issues**. These memos are hand delivered by the administrator to the instructional employee(s). Probationary or Annual Contract teachers who are **recommended by their administrator on the Reappointment List** *(March 5, 2015)* may be immediately reappointed once compliance issues have been met and verified in TERMS. Probationary or Annual Contract teachers **not recommended by their administrator on the Reappointment List** *(March 5, 2015)* may immediately participate in the Open Hiring process once completion of compliance requirements have been met and are verified in TERMS.

Date	Event
April 30, 2015, Thursday	Administrators hand deliver the *Notice of Non-Reappointment letters* to **probationary** and **annual** contract instructional employees who are not being reappointed. These letters are hand delivered during a conference between the administrator and the instructional employee notifying them that they are not being reappointed for the 2015-2016 school year. This letter will notify the teacher that their PCS instructional employment ends Thursday, June 4, 2015.
May 4, 2015, Monday	2015-2016 contracts that have been approved at the April 28th School Board meeting will be accessible for all instructional employees to sign via Employee Self Service (ESS). *Administrative and PTS contracts will continue to be sent to the schools via email.*
May 5 - May 8, 2015	Human Resources (HR) will continue to place remaining instructional involuntary transfers into vacant positions for which they are certified.
May 11, 2015, Monday	First day of Open Hiring Window *(This includes New Hires, Voluntary Transfers, and Involuntary Transfers)*
May 19, 2015, Tuesday	**School Board Meeting:** List of Instructional employees and Administrators recommended for reappointment for the 2015-2016 school year who were not on the April 28th School Board agenda are presented to the School Board for approval.
May 20, 2015, Wednesday	2015-2016 contracts which were approved at the May 19th School Board meeting will be accessible for all instructional employees to sign via Employee Self Service (ESS). *Administrative and Supporting Services (PTS and Non-Represented) contracts will continue to be sent to the schools via email.*
May 29, 2015, Friday	Open Hiring Window closes temporarily.
June 5, 2015, Friday	**PCS Job Fair**, Countryside High School - New Hires Only
June 8, 2015, Monday	**Florida Teach-In**, Orlando, FL
June 8 - June 11, 2015	**Leadership Week** for administrators. HR processes all Job Fair candidates.
June 15 - July 9, 2015	Open Hiring Window resumes *(This includes Voluntary Transfers, Involuntary Transfers and New Hires) HR will continue to place remaining instructional involuntary transfers into vacant positions for which they are certified.*
June 30, 2015, Tuesday	Last day for instructional employees to meet compliance requirements that are verified in TERMS and be reappointed for the 2015-2016 school year. Instructional employees not meeting compliance requirements may be terminated.
July 9, 2015, Thursday	**Transfer Window ends** - Open Hiring continues for New Hires. *Human Resources (HR) will continue to place any remaining instructional involuntary transfers into vacant positions for which they are certified.*
July 27 - 30, 2015	**Embrace Pinellas** - Countryside High School
August 13, 2015 , Thursday	First Day for instructional employees for the 2015-2016 school year
August 24, 2015, Monday	First Day for students for the 2015-2016 school year

Timeline for Reappointment of Supporting Services Personnel
(Professional/Technical/Supervisory and Non-Represented Employees)
for 2015-2016 School Year

March 6, 2015, Friday	Human Resources (HR) sends email to administrators regarding Reappointment of Supporting Service Personnel (P/T/S and Non-Represented employees)
March 9, 2015, Monday	Human Resources (HR) sends administrators the 2015-2016 *Supporting Services Recommendation for Reappointment List* of P/T/S and Non-Represented employees via email
March 16, 2015, Monday	Principals return <u>completed</u> 2015-2016 *Supporting Services Recommendation for Reappointment List* of P/T/S and Non-Represented employees via email
March 30 – April 3, 2015	**SPRING BREAK**
April 21, 2015, Tuesday	Human Resources (HR) sends administrators *Supporting Services Non-Reappointment letters* for P/T/S and Non-Represented employees. These letters are hand delivered during a conference between the administrator and the P/T/S or Non-Represented employee notifying them that they are not being reappointed for the 2015-2016 school year.
April 28, 2015, Tuesday	**SCHOOL BOARD MEETING:** Reappointment of P/T/S and Non-Represented Supporting Services personnel for 2015-2016 are presented to the School Board for approval.
April 30, 2015, Thursday	2015-2016 P/T/S or Non-Represented employee contracts approved at the April 28th School Board meeting will be sent directly to Supporting Services employees via email
May 14, 2015, Thursday	2015-2016 P/T/S or Non-Represented Supporting Services employee contracts from the April 28th School Board agenda are due in Human Resources (HR)
May 19, 2015, Tuesday	**SCHOOL BOARD MEETING**: Reappointment of P/T/S or Non-Represented Supporting Services employees for 2015-2016 who were not on the April 28th School Board agenda are presented to the School Board for approval.
May 21, 2015, Thursday	2015-2016 P/T/S or Non-Represented Supporting Services employee contracts approved on the May 19th School Board agenda will be sent directly to the Supporting Services employees via email.
June 4, 2015, Thursday	2015-2016 P/T/S or Non-Represented Supporting Services employee contracts from the May 19th School Board agenda are due in Human Resources (HR)

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