

# Personnel Deadlines

For the 2018-2019 School Year

### Reassignment of surplus personnel

When actual student enrollment in a grade level or program, unforeseen before May 1, 2018, permits the assignment of fewer teachers or service personnel to or within a school, the county superintendent with board approval, may reassign the surplus personnel to another school or to another grade level or program within the school. Reassignment may not occur after the last day of the second school month. *18A-2-7(e)*.

### Retirement bonus

Classroom Teachers' Early Notice of Year End Retirement to qualify for \$500 bonus, the teacher must give notice to the Board on or before March 1, 2019. *18A-2-2(g)*.

### Posting of seniority

On or before September 1, 2018 and on or before January 15, 2019, the county boards shall post at each county school or working station the current seniority list or lists of each service personnel classification. *18A-4-8g(f)*.

### Reduction-in-Force of professional employees

Board approval on or before May 1, 2019. Keep in mind that notice and hearing must occur prior to the May 1 deadline per *18A-2-2(c)*.

### Reduction-in-Force of service personnel employees

Board approval on or before May 1, 2019. Keep in mind that notice and hearing must occur prior to the May 1 deadline per *18A-2-6*.

### Reserving vacancies

All employees subject to release shall be considered applicants for any vacancy in an established, existing or newly created position, on or before March 1, 2019, known to exist for the next ensuing school year, and for which they are qualified, and, upon recommendation of the superintendent, the board shall appoint the successful applicant from among all qualified applicants before posting such vacancies for application by nonemployees. *18A-4-7a(k)(2)*.

### Rescission

If prior to the first day in August of 2019, the reason for the particular employee's reduction-in-force or transfer no longer exists, the board must rescind the action. *18A-4-7a(j)(4) and 18A-4-8b(k)*.

### Transfer of professional and service employees

Notified in writing by the superintendent on or before April 1, 2019. If a hearing is required, the hearing on the proposed transfer shall be held on or before May 1, 2019. The superintendent at a meeting of the board on or before May 1, 2019, shall furnish in writing to the board a list of teachers and other employees to be considered for transfer and subsequent assignment for the 2019-2020 school year. *18A-2-7*.

### Probationary personnel employees

The superintendent at a meeting of the board on or before May 1, 2019, shall provide in writing to the board a list of all probationary teachers and service personnel that s/he recommends to be rehired for the next ensuing school year. The board shall act upon the superintendent's recommendations at that meeting. Any such probationary employee who is not rehired by the board at that meeting shall be notified in writing, by certified mail ten days following said board meeting, of their not having been rehired. *18A-2-8a*.

### Hearings for probationary personnel

Any probationary teacher or probationary service personnel who receives notice that s/he has not been recommended for rehiring may, within ten days after receiving the written notice, request a statement of the reasons for not having been rehired and may request a hearing before the board. The hearing shall be held at the next regularly scheduled board of education meeting or a special meeting of the board called within thirty days of the request for hearing. *18A-2-8a*.

## Who to contact

Should you need any assistance with personnel season please contact a member of Dinsmore's Education Law Practice Group.

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