

STAFFING DECISIONS

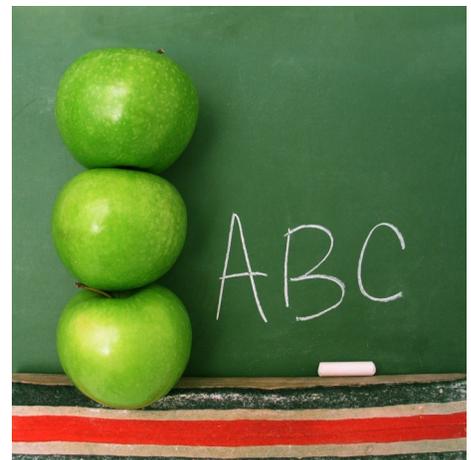
PRACTICE REMINDER – KEY TIMELINES:

A number of key timelines occur at this time of the school year, or will shortly, relative to certain employment decisions. This is just a reminder regarding some of those processes and notifications. If you need additional information regarding any of the issues below, or form notices or resolutions, our office is able to provide them.

Certified staff

- (February – early March) At least 75 calendar days before end of school year, school district, in consultation with union, is to establish honorable dismissal list.
- (Mid – March) Copy of honorable dismissal list must be provided to union not less than 75 calendar days before end of school year.
- (Mid – March to April) With notice to union, school district can still move probationary teachers from group 1 (if evaluated) into another group, after the 75th day but prior to 45th calendar day before end of school term.
- (April) Notice of non-renewal of probationary teachers (which must be received by the employee) is required not less than 45 calendar days before the end of the school year.
- (April) If any teacher (tenured and non-tenured) is removed due to board decision to decrease # of teachers employed in the district or a discontinuance of some type of teaching service, written notice must be mailed to teacher and given by certified mail, return receipt requested, or personal delivery with receipt, at least 45 days before the end of the school term. Notice must include statement of honorable dismissal, and the reason(s). *(Depending on the number or percent of teachers involved, there can be additional procedural and hearing requirements involved in a RIF)*
- (On or before May 10th) Each year, on or before May 10th prior to the school year during which the sequence of dismissal for a RIF is determined, each local district must categorize each teacher into one or more positions which the teacher is qualified to hold.

For more information about matters discussed in this issue, please contact any one of the KTJ School Law Attorneys.



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Educational Support Personnel

- (January) In consultation with union, establish list, categorized by position showing length of continuing service of each full-time ESP qualified to hold any such position.
- (By February 1st) Copies of list should be provided union.
- Any reduction in force requires at least 30 days' prior notice.

Principal and Assistant Principal Evaluations¹

- (Beginning of school year to present – evaluation procedures put in place, observations completed, meetings with administrator, etc.)
- (No later than February 1st) Self-Evaluations by principal/assistant principal due February 1st.



- (No later than March 1st) Evaluation of principal/assistant principal on a one year contract, or in the last year of a multi-year contract, must be completed and a copy of the written evaluation must be provided to the principal/assistant principal. Failure to meet these requirements results in automatic one year contract extension.
- (No later than April 1st) Notice of contract non-renewal if principal or assistant principal are on a one year contract, or in the last year of a multi-year contract.
- (No later than April 1st) Following non-renewal of a contract for a principal/assistant principal (if non-tenured), they must receive a notice not less than 45 days before the end of the school year that they are not being renewed as a certified teacher, or must otherwise receive a 45 day RIF notice.
- (No later than April 1st) Following non-renewal of a contract of a principal/assistant principal (if tenured), principal/assistant principal must be reassigned (if they are being demoted or rank is reduced and salary is reduced) into one of the positions which they are qualified to teach, and that they are entitled to occupy (i.e. have seniority based on grouping status) is qualified to hold. Prior to April 1st, school district must

¹ We set forth the statutory timelines and notices. Care should be taken to also review the contract itself for any timing, notices or other requirements which may have been created in the employment contract itself.

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provide written notice of such proposed reclassification. (*There are additional procedures required here – board must provide principal/assistant principal written statement of facts regarding reclassification, principal can request private meeting with board, and if not satisfied with results, can request public hearing, etc.*)

- (Mid – April) Notice of non-renewal or RIF of any certified administrator who will not be returning to a classroom assignment no later than 45 calendar days before the end of the school year.



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