

Critical HR Dates

2024-2025 **DRAFT**

AUGUST

- **August 1** - Transfer Window for 2024-2025 closes.
- **August 9** - New Educator Induction - In Person Session - 8:30-2:30 PM - Bingham High School
- **August 12-30** - Notify educators of evaluation
- **August 15** - JSD Job Fair - 6-7:30 PM - Copper Hills High School
- **August 21** - FTE Enrollment/Staffing - 1st Day of School
- **30 days after student instruction begins.** -Associate Educator License (AEL) -AEL Educators meet with HR Specialists to discuss the Professional Learning Plan (PLP) by appointment.
- **August 30** - JPAS delegation list due to Rebecca Lee

SEPTEMBER

- **September 1** - FTE Enrollment/Staffing - 10th Day Count
- FTE Audits with HR
- Temporary Agreements Due

OCTOBER

- **October 1** - FTE Enrollment/Staffing - USBE CACTUS Report
- **October 31** - Beginning of the year JPAS interims due.

NOVEMBER

- **November** - Educator Licensing Renewal - Educators will receive 1st HR reminder.

DECEMBER

- **December 15** - Licensed Early Resignation/Retirement Notification Incentive - \$500
- **December 20** - Provisional and probationary first evaluation cycle due.

JANUARY

- **January** - Educator Licensing Renewal - Educators will receive 2nd HR reminder.
- **January 2** - FTE Enrollment/Staffing - Semester Enrollment Review
- **January 2** - Hard to Fill Positions - Administrators may begin to post and fill Critical Need/Hard to Fill positions, ie. SpEd, Math, Science, some CTE, DLI and support services.
- **January 15** - Licensed Early Resignation/Retirement Notification Incentive - \$300
- **January - May** - January Hires AND Associates (AEL), Student Interns, LEA- Specifics, 1-Year Grant Positions (BTS, CARES)
 - All employee classifications above are temporary positions and must reapply annually for a position.
- **January 27** - JSD Job Fair - 6-7:30 PM - Riverton High School

FEBRUARY

- **February 3** - Schools with educators who hold an underqualified license (AEL, LEA- Specific) will receive an Underqualified Educator Employment Status form for each educator Feb 1. Principals will submit the form to their AOS to request if they want the educator's contract to be renewed for the 25-26 school year.
- **February 3-27** - Provisional Non- Renewals & Status Extensions - Requests are to be submitted to your respective AOS for approval, then forwarded to HR. Principals meet with and notify teachers on or before **Mar 31**
- **February 9 (approximately)** - FTE v2.0 Projections
- February 15 - Licensed Early Resignation/Retirement Notification Incentive - \$200
- **February 24** - Teacher Transfer Fair and Internal Transfer Opportunities (Feb 1-28)
 - February 24 - In person
 - Time: 4:30-6:00 pm
 - Location: Bingham High
 - Elementary & Secondary
- **February 27** - Reduction in Staff - Requests are submitted to the respective AOS for approval, then forwarded to HR. Follow DP327-NEG Reduction in Licensed Staff. See AdminOnly - RIS Presentation for details.

MARCH

- **March** - Educator Licensing Renewal - Educators will receive 3rd HR reminder.
- March 1 - General Hiring for 2024-2025
- **March 31** - All Full JPAS evaluations due.

APRIL

- **April** - Educator Licensing Renewal - Educators will receive 4th and final HR letter. Requires supervisor signature.
- **April 30** - Last day full JPAS evaluations may be completed for late hires.

MAY

- **May 1** - New UC candidates (Associate/LEA-Specific) may be approved for hire.
- **May 2** - Special Calendars Due to HR
- **May 31** - all end of year interims due
- **May 31** - all Contracted ESP evaluations due.

JUNE

- **June 6** - Teacher Job Share Proposals - Submit to your respective AOS and HR.

Critical Dates

2024-2025 **DRAFT**

Month	Professional License	Associate/LEA Specific License	Other
August		<ul style="list-style-type: none"> 30 days after student instruction begins. - Associate Educator License (AEL) -AEL Educators meet with HR Administrators to discuss the Professional Learning Plan (PLP) 	<ul style="list-style-type: none"> August 1 - <u>Transfer Window for 2024-2025 closes.</u> August 9 - New Educator Induction - In Person Session - 8:30-2:30 PM - Bingham High School August 12-30 - Notify educators of evaluation August 15 - JSD Job Fair - 6-7:30 PM - Copper Hills High School August 21 - FTE Enrollment/Staffing - 1st Day of School August 30 - JPAS delegation list due to Rebecca Lee
September		<ul style="list-style-type: none"> Temporary Agreements Due 	<ul style="list-style-type: none"> September 1 - FTE Enrollment/Staffing - 10th Day Count FTE Audits with HR
October			<ul style="list-style-type: none"> October 1 - FTE Enrollment/Staffing - USBE CACTUS Report October 31 - Beginning of the year JPAS interims due.
November	<ul style="list-style-type: none"> November - Educator Licensing Renewal - Educators will receive 1st HR reminder. 		<ul style="list-style-type: none"> Complete first JPAS
December			<ul style="list-style-type: none"> December 15 - <u>Licensed Early Resignation/Retirement Notification Incentive</u> - \$500 December 20 - Provisional and probationary first evaluation cycle due.
January	<ul style="list-style-type: none"> January - Educator Licensing Renewal - Educators will receive 2nd HR reminder. 	<ul style="list-style-type: none"> January - May - January Hires AND Associates (AEL), Student Interns, LEA- Specifics, 1-Year Grant Positions (BTS, CARES) <ul style="list-style-type: none"> All employee classifications above are temporary positions and must reapply annually for a position. 	<ul style="list-style-type: none"> January 2- FTE Enrollment/Staffing - Semester Enrollment Review January 2 - Hard to Fill Positions - Administrators may begin to post and fill Critical Need/Hard to Fill positions, ie. SpEd, Math, Science, some CTE, DLI and support services. January 15 - <u>Licensed Early Resignation/Retirement Notification Incentive</u> - \$300 January 27 - JSD Job Fair - 6-7:30 PM - Riverton High School
February	<ul style="list-style-type: none"> February 3-25 - <u>Provisional Non-Renewals & Status Extensions</u> - Requests are to be submitted to your respective AOS for approval, then forwarded to HR. Principals meet with and notify teachers on or before Mar 31 	<ul style="list-style-type: none"> February 1 - Schools with educators who hold an underqualified license (AEL, LEA- Specific) will receive an Underqualified Educator Employment Status form for each educator Feb 1. Principals will submit the form to their AOS to request that the educator's contract be renewed for the 23-24 school year. 	<ul style="list-style-type: none"> February 9 (approximately) - FTE v2.0 Projections February 15 - <u>Licensed Early Resignation/Retirement Notification Incentive</u> - \$200 February 24 - Teacher Transfer Fair and Internal Transfer Opportunities (Feb 1-28) <ul style="list-style-type: none"> February 24 - In person Time: 4:30-6:00 pm Location: Bingham High Elementary & Secondary February 27 - <u>Reduction in Staff</u> - Requests are submitted to the respective AOS for approval, then forwarded to HR. Follow DP327-NEG Reduction in Licensed Staff. See <u>AdminOnly</u> - RIS Presentation for details. <p>Complete 2nd JPAS</p>
March	<ul style="list-style-type: none"> March - Educator Licensing Renewal - Educators will receive 3rd HR reminder. 		<ul style="list-style-type: none"> March 1 - General Hiring for 2024-2025 March 31- All Full JPAS evaluations due.
April	<ul style="list-style-type: none"> April -Educator Licensing Renewal - Educators will receive final HR letter. Requires supervisor signature. 		<ul style="list-style-type: none"> April 30 - Last day full JPAS evaluations may be completed for late hires.
May		<ul style="list-style-type: none"> May 1 - Underqualified (Associate/LEA-Specific) candidates may be approved for hire. 	<ul style="list-style-type: none"> May 2 - Special Calendars Due to HR May 31 - all end of year interims due May 31 - all Contracted ESP evaluations due.
June			<ul style="list-style-type: none"> June 6- Teacher Job Share Proposals - Submit to your respective AOS and HR.