

PLACENTIA YORBA LINDA UNIFIED SCHOOL DISTRICT

**Certificated Staffing Timeline
February – October, 2012**

February 1, 2012	Teachers requests for new part-time assignments or a new job share due to Personnel. Part-time teachers must notify District of their intent to return part time or full time in 2012-13.*
February 7 thru March 31, 2012	Principals meet with Personnel to review enrollment projections and staffing allocations.
March 1, 2012	Personnel notifies new part-time assignments or new job share assignments if their proposals have been approved or denied.
April 1, 2012	Voluntary transfer requests due to Personnel. (Transfer requests submitted after April 1 are held and referred for interviews only if a position becomes available at later time.)*
April 16 thru April 30, 2012	EdJoin posting for known vacancies.
April 16 thru May 18, 2012	Voluntary Transfer interviews scheduled with site teams. Principals submit recommendations to the Personnel Office.
May 1, 2012	Requests for continuing a part-time or job share assignments due to Personnel.*
May 18, 2012	Personnel notifies continuing part-time assignments or continuing job share assignments if their proposals have been approved or denied.
	Notice of Intent to Return from 2011-12 leave of absence due to Personnel.*
May 25, 2012	Deadline for teachers to accept/decline voluntary transfers. Schools with a potential staffing surplus identified.
June 1, 2012	Teachers notified of preliminary site/teaching assignments for the 2012-13 school year.* Voluntary Transfer applicants notified by Personnel about the status of their requests. District initiated transfers placed. (No recommendations for outside applicants will be acted upon until all teachers are assigned.)
June 30, 2012	Deadline for submitting a request for leave of absence or part-time teaching assignment for 2012-2013 due to Personnel.*
July 6, 2012	Notification to teachers if a Leave of Absence has been approved or denied.
Oct. 1, 2012	Voluntary transfers not acted on become inactive and are returned to unit members.*

*Per APLE contract (Articles XII and XVII).