

FISCAL YEAR 2021 STAFFING CALENDAR FOR PARAEDUCATOR POSITIONS

REVISED DRAFT April 9, 2020

Date	Activity
Monday, March 30,2020- Monday, April 20, 2020	<ul style="list-style-type: none"> • Principals notify paraeducators who are involuntary transfers (SEIU Local 500 agreement, Article 19, Section Q.2, Article 21). • Paraeducators who have a reduction in hours must be notified in writing and by phone call. • Approved requisitions will continue to be released upon confirmation of a vacant position and after the Paraeducator Staffing Form 425-9 has been received and accepted.
Tuesday, April 21,2020	Priority assignments (involuntary transfers) are due to the Office of Human Resources and Development (OHRD) using the online Paraeducator Staffing Form 425-9. The form is an interactive PDF and can be filled out and submitted electronically. Adobe Acrobat Reader 8 or 9 is needed to complete this form. Contact the Help Desk to obtain a copy of the current version of Adobe Acrobat.
Tuesday, April 21, 2020	<p align="center">Priority Assignment Transfer Information Meeting conducted through WebEx Time: 4:30 P.M.-5:30 P.M.</p> <p>This meeting is only for paraeducators who have been involuntarily transferred or are returning from leave. Access information will be sent to paraeducators identified as involuntary transfers.</p>
Tuesday, April 21, 2020- Tuesday, June 2, 2020	<p>Voluntary transfer season. The voluntary transfer season is from Tuesday, April 21, 2020- Tuesday, June 2, 2020.</p> <p>Principals can only interview and recommend for hire:</p> <ul style="list-style-type: none"> • Voluntary and involuntary transferred paraeducators can apply for positions. • Paraeducators cannot increase their hours. • Paraeducators can voluntarily decrease their hours. • Promotional opportunities into paraeducator positions are not available. • External candidates are not eligible for hire into paraeducator positions.
Monday, May 25, 2020	Holiday—Schools and offices closed.
Tuesday, June 2, 2020- Friday, June 5, 2020	<p>Voluntary transfer season temporarily closes at 5:00 p.m. on Tuesday, June 2, 2020. The voluntary transfer season is closed through Friday, June 5, 2020, and will reopen on Monday, June 8, 2020.</p> <ul style="list-style-type: none"> • Paraeducator positions that close on or before June 2, 2020 will be honored for interviews and hires.
Thursday, June 4, 2020	Supporting Services Staffing Team Priority Assignment Meeting
Friday, June 5, 2020	Notification of assignments of supporting services priority assignments.
Monday, June 8, 2020	<p>Voluntary transfer season reopens. Current paraeducators, employees seeking paraeducator positions, and external candidates interested in paraeducator positions are eligible to apply and be recommended for hire into paraeducator positions.</p> <p>During this time, paraeducators may:</p> <ul style="list-style-type: none"> • Change work locations • Increase hours • Decrease hours <p>External candidates may also be hired into paraeducator positions.</p>