

Sample Human Resources Calendar

Month	Governance	Collective Bargaining Agreement Tasks and Timelines	Human Resources (HR) Leadership	HR Operations
July	<ul style="list-style-type: none"> <input type="checkbox"/> Personnel Recommendations (accept resignations, retirements, new hires) 		<ul style="list-style-type: none"> <input type="checkbox"/> Distribute administrative work year calendar for the coming year <input type="checkbox"/> Records Management—identification of Class 1—Permanent records to be archived/stored; identification and disposal of Class 3 records 	<ul style="list-style-type: none"> <input type="checkbox"/> Prepare for fiscal year roll <input type="checkbox"/> Send intent to return notices to substitutes <input type="checkbox"/> Memo to principals re: Certificated Stipends
August	<ul style="list-style-type: none"> <input type="checkbox"/> Personnel Recommendations (new hires and substitutes) 		<ul style="list-style-type: none"> <input type="checkbox"/> Review new employee handbooks (certificated, classified, and substitute teachers) and make necessary revisions <input type="checkbox"/> Review, revise, new employee orientation presentation <input type="checkbox"/> Schedule new employee orientations (certificated, classified, management and nonmanagement) <input type="checkbox"/> Certificated and classified recruitment and hiring 	<ul style="list-style-type: none"> <input type="checkbox"/> Personnel requisitions for new hires, voluntary and involuntary transfers <input type="checkbox"/> Prepare Annual Legal Notices Packet

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Sept	<ul style="list-style-type: none"> <input type="checkbox"/> Provide Governing Board with staffing update <input type="checkbox"/> Personnel Recommendations (new hires, subs) <input type="checkbox"/> Report announcing the granting of permanency status to certificated employees <input type="checkbox"/> Annual report to Board regarding the disposal of personnel records classified as Class 3—disposable (California Code of Regulations—Title 5, Section 16025) 	<ul style="list-style-type: none"> <input type="checkbox"/> Generate evaluation lists and timeline for certificated and classified staff and send to supervisors with all templates/forms 	<ul style="list-style-type: none"> <input type="checkbox"/> Monitor enrollment and finalize staffing by school site <input type="checkbox"/> Schedule and/or conduct annual contract management, grievance processing, investigation, evaluation, and FRISK training 	<ul style="list-style-type: none"> <input type="checkbox"/> Prepare and distribute Annual Notices to Employees <input type="checkbox"/> California Basic Educational Data System (CBEDS) preparation and planning <input type="checkbox"/> Prepare and distribute Notices of Employment/Pay Notices <input type="checkbox"/> Review and revise List of Employees on Leave and List of Temp Assignments <input type="checkbox"/> New hire contracts <input type="checkbox"/> New hire orientations <input type="checkbox"/> Credentials Audit
Oct	<ul style="list-style-type: none"> <input type="checkbox"/> Prior-year Student and Staff Attendance and Absence Trends report <input type="checkbox"/> Personnel Recommendations 			<ul style="list-style-type: none"> <input type="checkbox"/> CBEDS Reporting <input type="checkbox"/> Submit mandated cost claims for prior year for reimbursement <input type="checkbox"/> Update department operations and procedures manuals <input type="checkbox"/> Assignment audit <input type="checkbox"/> Send CBEST reminders to substitutes <input type="checkbox"/> Annual Notices reviewed and addresses updated
Nov	<ul style="list-style-type: none"> <input type="checkbox"/> CSBA Policy Maintenance Updates <input type="checkbox"/> Personnel Recommendations 		<ul style="list-style-type: none"> <input type="checkbox"/> Counsel with principals regarding probationary certificated employee evaluations and observations <input type="checkbox"/> Identify comparable districts, obtain copies of certificated and classified contracts, and conduct analysis <input type="checkbox"/> Involve administrators in identifying priorities for certificated and classified contracts negotiations 	<ul style="list-style-type: none"> <input type="checkbox"/> Assess utilization of technology and equipment and replace/upgrade as needed <input type="checkbox"/> Assess efficiency of EDJOIN and the paperless application process <input type="checkbox"/> Collect applicant tracking data for the prior year

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Dec	<ul style="list-style-type: none"> <input type="checkbox"/> Prepare and present annual teacher assignments audit <input type="checkbox"/> Personnel Recommendations 		<ul style="list-style-type: none"> <input type="checkbox"/> Consult with principals regarding remediation plans for teachers needing improvement <input type="checkbox"/> Begin work on enrollment and staffing projections and anticipated changes to the instructional program that could impact staffing <input type="checkbox"/> Review and revise staffing formulas 	<ul style="list-style-type: none"> <input type="checkbox"/> Update desk manuals
Jan	<ul style="list-style-type: none"> <input type="checkbox"/> Personnel Recommendations 		<ul style="list-style-type: none"> <input type="checkbox"/> Identify certificated management and nonmanagement staff to serve on the Recruitment Team <input type="checkbox"/> Review/revise Teacher Recruitment Plan, Marketing Plan, and budget <input type="checkbox"/> Create and verify seniority list for certificated and classified personnel <input type="checkbox"/> Identify hiring/layoff needs based on staffing formulas, enrollment projections, changes to the instructional program and budgetary constraints <input type="checkbox"/> Work with principals to identify potential certificated non-reelections <input type="checkbox"/> Use comparability data, input from administrators to draft classified and certificated contract reopeners 	<ul style="list-style-type: none"> <input type="checkbox"/> Prepare certificated and classified seniority lists as needed (guidelines determined for "Same Date of Hire" criteria)

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Feb	<ul style="list-style-type: none"> <input type="checkbox"/> Prepare Board resolution/action item for March 15 reassignment, transfer, release of principals/administrators <input type="checkbox"/> Prepare Board resolution/action item for March 15 service of letters of possible layoff/reassignment of certificated employees <input type="checkbox"/> Prepare Board resolution/action item for certificated employees recommended for non-reelection <input type="checkbox"/> Personnel Recommendations <input type="checkbox"/> Prepare classified layoff Board resolutions (Elimination of categorical programs and for lack of work, lack of funds) 	<ul style="list-style-type: none"> <input type="checkbox"/> Sunshine Contract Reopeners 	<ul style="list-style-type: none"> <input type="checkbox"/> Train members of the district's Teacher Recruitment Team <input type="checkbox"/> Solicit feedback from administrators regarding proposed draft contract reopeners <input type="checkbox"/> BY FEBRUARY 14—decisions re: certificated non-reelection sent to HR from sites <input type="checkbox"/> Create particular kinds of service list and begin work on layoff resolution 	<ul style="list-style-type: none"> <input type="checkbox"/> Finalize and post seniority list for certificated and classified personnel <input type="checkbox"/> Prepare layoff/reassignment letters <input type="checkbox"/> Summer school advertising <input type="checkbox"/> Schedule/register for recruitment fairs and Events
March	<ul style="list-style-type: none"> <input type="checkbox"/> CSBA Policy Maintenance Updates <input type="checkbox"/> Personnel Recommendations 	<p><u>Certificated</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> BY MARCH 1— Leave requests, intent to return from leave or continue leave due for subsequent school year <input type="checkbox"/> BY MARCH 15— Probationary teacher evaluations due <p><u>Classified</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Sunshine Contract Reopeners 	<ul style="list-style-type: none"> <input type="checkbox"/> BY MARCH 15—Issue layoff/reassignment notices to principals/administrators <input type="checkbox"/> BY MARCH 15—Issue certificated nonmanagement layoff/reassignment notices <input type="checkbox"/> BY MARCH 15—Issue classified layoff notices <input type="checkbox"/> Review and revise selection and hiring protocols 	<ul style="list-style-type: none"> <input type="checkbox"/> Summer school hiring <input type="checkbox"/> Prepare annual spreadsheet for resignations, retirements, employees returning from leave of absence, job shares, intent to return <input type="checkbox"/> Prepare priority hiring pool spreadsheet <input type="checkbox"/> Prepare spreadsheet for contingent offers of employment and new hire data <input type="checkbox"/> Conduct Tuberculosis Test Audit
April	<ul style="list-style-type: none"> <input type="checkbox"/> Personnel Recommendations 	<p><u>Classified</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> BY APRIL 1— Complete all classified evaluations due in the current year 	<ul style="list-style-type: none"> <input type="checkbox"/> Begin advertising certificated vacancies and managing reassignments and voluntary transfers 	<ul style="list-style-type: none"> <input type="checkbox"/> Prepare for fiscal year roll <input type="checkbox"/> Send intent to return notices to substitutes

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May	<ul style="list-style-type: none"> <input type="checkbox"/> Day of the Teacher and Classified School Employees Week Resolutions Recommended <input type="checkbox"/> Declaration of Need for Highly Qualified Educators <input type="checkbox"/> Committee on Assignments (Education Code Section [EC §] 44258.3) <input type="checkbox"/> Teacher Consents (EC § 44258.7) <input type="checkbox"/> Resolution to affirm certificated layoffs 	<p><u>Certificated</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> BY MAY 1— Temporary and Permanent teacher evaluations due 	<ul style="list-style-type: none"> <input type="checkbox"/> BY MAY 15—Issue final certificated and classified layoff notices <input type="checkbox"/> Staff Appreciation—Day of the Teacher and Classified School Employees Week <input type="checkbox"/> Memo to Administrators re: calendars for next school year 	<ul style="list-style-type: none"> <input type="checkbox"/> Reasonable assurance letters sent to substitute teachers
June	<ul style="list-style-type: none"> <input type="checkbox"/> Annual Statement of Need for 30-day Substitute Teaching Permits <input type="checkbox"/> Board Resolution to approve Waivers for CBEST <input type="checkbox"/> Student Teaching Agreements Approved 		<ul style="list-style-type: none"> <input type="checkbox"/> Collect data on completed certificated and classified evaluations—provide to Superintendent <input type="checkbox"/> JUNE 30—Final written notice given to managers who will be reassigned 	<ul style="list-style-type: none"> <input type="checkbox"/> Prepare personnel requisitions for certificated and classified positions with 6/30 end dates identified in January as continuing positions <input type="checkbox"/> Identify substitutes who haven't worked in more than six months' notice, end employment <input type="checkbox"/> Generate personnel requisitions for new hires <input type="checkbox"/> Generate personnel requisitions for voluntary and involuntary transfers <input type="checkbox"/> Generate personnel requisitions for Certificated Job Share Agreements