

Descriptor Term: GENERAL HUMAN RESOURCES POLICIES: FY09 Calendar	Descriptor: GB	Issued: Draft 6-15-10
	Rescinds: GB-E1	Issued: 12/11/2007

BOARD POLICY

To ensure the timely notification of TPSD staff relative to employment decisions, the District shall issue personnel employment forms in accordance with state law. The Board authorizes the superintendent to establish timelines that comply with state law relative to the distribution of personnel employment forms.

ADMINISTRATIVE PROCEDURE

Each year, under the supervision of the superintendent, the Director of Human Resources shall distribute intent forms, recommendations and contracts in accordance with the following timeline:

The first week of January	Intent forms to licensed staff
The last week of January	Intent forms due to HR Office by licensed staff
Before February 1	Notice of nonreemployment to superintendent
No later than February 15	Recommendation from principals of licensed administrative staff
On or before March 1	Notice of nonreemployment to principal
On or before April 15*	Recommendation of licensed staff to Board; Notice of nonreemployment to teacher, administrator or other professional educator
Fourth week of May	Contracts to licensed staff contingent upon salary guide
Last week of June	Calculate salaries of classified staff and send employment letters

*or within ten (10) days after the date that the Governor approves the appropriation bill(s) comprising the state's education budget for funding K-12, whichever date is later

EXHIBITS

None

REFERENCES

MCA §§37-9-104; 37--9-105 Education Employment Procedures Law (EEPL); 37-9-17

FORMS

None

Note – when submitting this for Board approval, provide GB-E1 for informational purposes.