



LINCOLN EDUCATION ASSOCIATION

Public Education Advocacy for the 21st Century

IMPORTANT DATES TO REMEMBER: 2011-2012

- August 3** Deadline for new employees and employees *returning from full-time unpaid leave* to request an advance in pay up to \$1,000 or prior to first paid day.
- August 8-24** Deadline for current employees to make changes to their online enrollment for the year.
- August 31** Deadline for **new** employees to enroll in group health insurance programs to get **September 1 coverage**.
- Sept 5** **Contact the LEA Office if you have had a change in status in your employment for purposes of payroll dues deduction. (.50 FTE and below part time/.51 FTE and above full time) to get proper dues withdrawn for the new pay period starting the end of September.**
- Sept 7** Deadline for **new** employees to enroll in group health insurance programs which guarantees **coverage on Oct 1**.
- 20th Student Day (Sept 13)** Last day teachers can be notified of an extra-standard assignment.
- Sept 30** Deadline for previously employed certificated employees to change from Option A to Option B leave.
- Sept 30** Deadline for new hires to select their annual leave option.
- October 1** Deadline for certificated staff to have been notified who their appraiser will be and to have reviewed the appraisal process.
- October 14** Deadline for certificated staff to submit appraisal goals to their appraiser for the year. **Goals may be requested earlier, but cannot be mandated until the end of first quarter.**
- Oct 20; 4:00 p.m.** Deadline for Secondary Teachers to submit 1st quarter student grades.
- Oct 24; 4:00 p.m.** Deadline for Elementary Teachers to submit 1st quarter student grades.
- Nov 1-Jan 6** Window of time during which Seniority **and** Assignment List placement may be challenged and errors corrected using the Grievance Procedure outlined in the *LEA-LPS Professional Agreement*.
- December 22** Deadline for appraisers to have performed a formal observation of *probationary staff* with a pre-observation form completed and submitted by the appraisee. The post observation form needs to be completed by both the appraiser and the appraisee by this date. An in-person conference between appraiser and appraisee needs to occur in a timely manner following the observation.
- Jan 10; 4:00 p.m.** Deadline for Secondary Teachers to submit 2nd quarter student grades.



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- Jan 12; 4:00 p.m.** Deadline for Elementary Teachers to submit 2nd quarter student grades.
- Mar 1-Apr 15** Window for members to notify LEA they wish to discontinue LEA membership. Written (not electronic) notification must be sent to LEA in order to stop payroll deduction.
- March 9** Deadline for *probationary staff* to have annually selected, reflected upon, and submitted one artifact representing each domain for purposes of appraisal.
- March 9** Deadline for the *probationary staff* to have had their second formal observation with a pre-observation form completed and submitted by the appraisee. The post observation form needs to be completed by both the appraiser and the appraisee by this date. An in-person conference between appraiser and appraisee needs to occur in a timely manner following the observation.
- March 9** Deadline for the *probationary staff* appraisee to annually complete the reflection form and submit it to the appraiser prior to the summative conference.
- March 9** Deadline for the appraiser to have completed the summative appraisal form, conference with the *probationary* certificated member, and submit the signed form to Human Resources annually.
- March 15** By state law, the earliest day any Nebraska school district can require teachers to indicate their intent to return for the following school year.
- March 12** Deadline for certificated employees to have completed 7 hours of flex **DISTRICT FLEX** staff development.
- March 21; 4 p.m.** Deadline for Secondary Teachers to submit 3rd quarter student grades.
- March 23; 4:00 p.m.** Deadline for Elementary Teachers to submit 3rd quarter student grades.
- April 15** Last date the District can notify a teacher of a RIF (Reduction in Force/Lay Off) or non-renewal of teaching contract. A cancellation of a contract after this date requires statutory "just cause."
- May 1** Team Leaders, Coordinators, and Department Chairs continue to serve or be paid for the next contract year if notification of a change of assignment does **not** take place prior to this date.
- May 24** Deadline for *permanent staff* to have annually selected and submitted one artifact representing each domain for purposes of appraisal.
- May 24** Deadline for the *permanent staff* appraisee to complete the reflection form and submit it to the appraiser prior to the summative conference (every third year).
- May 24** Deadline for the appraiser to have completed the summative appraisal form, conference with the *permanent* certificated member, and submit the signed form to Human Resources (every third year).
- May 25; 4:00 p.m.** Deadline for Secondary Teachers to submit 4th quarter student grades.



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Last Teacher

Workday (May 25) Deadline for certificated employees to make purchases with their enhancement funds (\$225) for the current school year.

May 29 Deadline for the completion of 7 hours of **BUILDING FLEX** staff development.

June 15 Deadline to turn in receipts for items purchased with enhancement funds (\$225) for the current school year.

July 15 Deadline for notifying the district of electing the accelerated summer payment **for the 2012-2013** school year. If employees elected to have their summer checks in advance in the past, the practice of receiving those checks early will remain in effect unless the employee revokes the advance election in writing to payroll on the appropriate form by this same date.

Additional Notes:

1. A grievance must be filed **within 20 days of the incident or damage the member is claiming** that is being grieved. *Contact the LEA Staff for assistance.*
2. Horizontal movement on the salary schedule may take place *anytime* once the appropriate educational hours have been completed. One's pay increase is effective the day the last piece of confirmation (transcript, etc.) is received by Human Resources (or in September if confirmation is received during the summer).
3. Vacancy posting by LPS will be made at least every two weeks from **March 15 to 30 days prior to the first contract day of the year**. Employees must contact Human Resources within five days if they are interested in the position (see *LEA-LPS Professional Agreement, Article VI*).

Contact the LEA Office if you have questions about any of these deadlines. LEA Office 489-7500