

## Key Contract Deadlines – February 7, 2018

DATE	ISSUE	ARTICLE	LANGUAGE
Article 14 – Leaves			
2 <sup>nd</sup> Monday in October	Study Leave – Spring Semester	14.D.6.b(4)	Such applications for <i>study leave for spring semester</i> must be filed by <b><i>the second Monday in October</i></b> preceding the spring semester.
2 <sup>nd</sup> Monday in February	Study Leave – Full Year	14.D.6.b(4)	Completed applications with all necessary information for fall semester for <i>full year study leaves</i> must be filed with the Study Leave committee by the <b><i>second Monday in February</i></b> preceding the year of study leave.
March 1 <sup>st</sup>	Full-Year Unpaid Leave	14.D.1	Requests for a <b><i>full year unpaid Personal, Exchange, or Career Development leave</i></b> of absence (whether part-time or full-time) for the next school year must be submitted to Human Resources <b><i>prior to March 1</i></b> or the leave will not be approved, except in extenuating circumstances where such leave requests will not be unreasonably denied.
April 15 <sup>th</sup>	2 <sup>nd</sup> Full Year of Child Care	14.D.3.a	Requests for a <b><i>full year leave beyond the first full school year</i></b> must be made <b><i>prior to April 15</i></b> or the leave will not be approved, except in extenuating circumstances where such leave requests will not be unreasonably denied.
Article 15 – Transfers			
February 15 <i>(Changed to January 15 in 2019)</i>	Notice of Resignation – \$1250	15.B.1	If a professional educator gives <b><i>written notice of resignation . . . or retirement</i></b> no later than <b><i>February 15th</i></b> , the professional educator will receive \$1250.
March 15th <i>(Changed to February 15 in 2019)</i>	Notice of Resignation – \$700	15.B.1	If a professional educator <b><i>gives such written notice</i></b> no later than <b><i>March 15th</i></b> , professional educator shall receive \$700.
Article 9 – Compensation			
October 31	Proof of Coursework	9.B.1.c	In order to <b><i>receive a salary adjustment retroactive to the beginning of the current school year</i></b> , a professional educator must, <b><i>by October 31st</i></b> , provide the Human Resources Department with proof of completion of coursework.
60 days from start of employment	Proof of Experience Credit	9.B.2.g	Such salary adjustments [based on previous experience] will not be retroactive, except that <b><i>experience verified within sixty (60) days of the start of employment shall be retroactive to the first day of employment.</i></b>



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Article 8 – School Improvement Council			
October 15	SIC election	8.C	The head PAT representative shall conduct <i>an annual secret ballot election</i> no later than <b>October 15</b> to select professional educators to the council.
Article 12 – Retirement			
December 1 – End of School Year	“PERS Bubble” Required PERS retirement date	12.D	Professional educators who <i>retire under</i> the Oregon Public Employee Retirement System (“ <b>PERS</b> ”) on or after <b>December 1</b> , and who the District re-employs between the Retiree’s PERS retirement date and June 30 (“Retirees”) are eligible for the benefits under this section.
Article 23 – Evaluation			
October 31 <sup>st</sup>	Formal Observation Summary – Prob 1	23.F.2	<b>Probationary 1: by October 31</b> ; Probationary 2: by the last working day preceding the Thanksgiving Holiday; and Probationary 3: by the last working day preceding the winter break.
Last day before Thanksgiving	Formal Observation Summary – Prob 2	23.F.2	Probationary 1: by October 31; <b>Probationary 2: by the last working day preceding the Thanksgiving Holiday</b> ; and Probationary 3: by the last working day preceding the winter break.
Last Day before Winter Break	Formal Observation Summary – Prob 3	23.F.2	Probationary 1: by October 31; Probationary 2: by the last working day preceding the Thanksgiving Holiday; and <b>Probationary 3: by the last working day preceding the winter break.</b>
March 1	Prob Teacher Summative Eval	23.F.2	<b>The Summative Evaluation Report</b> (Form 6) shall be completed by <b>March 1st.</b>
May 1	Contract Teacher Summative Eval Submitted	23.F.5	During year two (2), the Supervised Phase of the cycle . . . <b>The summative evaluation report</b> shall be submitted by <b>May 1st</b> of the year it is due.
Article 16 – Reduction in Staff/Layoff			
April 1	Notice of Intent to Remain on Recall	16.D.1	Professional educators who are laid off shall have the responsibility when asked originally to notify the District of their <i>interest in and willingness to be recalled</i> . . . in writing, if asked, on or before <b>April 1 of every year.</b>

