

The following are deadlines in the 2008-2011 DEA/DPS #61 Contract.
Please read the contract for further details. Call 875-9353 (IEA office) for

assistance.

Month	Deadline	Contract Item	Contract Reference	Page
August-September		New employees should sign up for single or family insurance .	Article 8	45
August-September	1st Pay Period	Submit Professional Certificate or renewal.	Art. 4 Para. 7	9
August-September	Pay Day	Check your pay check for accuracy. Questions should be directed to Payroll. If there is a problem, please contact your building rep.		
August	End of the Month	Dates for yearly meetings and events to be set between building staff & administration	Article VII	18
August	25 th	Staff in their last 4 years of service and who have submitted a letter, will receive an itemized letter stating what creditable earnings are used for 6% incentive	Retirement Incentive	52
September	1 st	Insurance begins for new employees.	Article 13 Para. E	40
September	1st	Pre-appraisal group orientation should be completed.	Combined Manual	18
September	1 st	Tuition reimbursement forms are due to Superintendent or designee.	Salary Schedule	53
September	22nd	Individual pre-observation meetings for non-tenured and tenured should occur.	Combined Manual	18
September	By end of the	For new teachers or anyone who is not already in the	Art. 10 Para. 7 sub-Para. D	35

	month	Sick Leave Bank, contribute a sick day to Sick Leave Bank.		
October	1st	Submit transcripts to HR to move salary schedule lane. Lane movement occurs in the ensuing semester.	Salary Schedule	54
October	1st	Elementary discretionary activities are submitted to District-wide Schedule B committee for first semester/year-long activities	Schedule B	59
December	1 st	Employees hired by Nov 15 start insurance	Article 13	40
January	15th	Written notice of intent to return or resignation from unpaid leave of absence.	Art. 11, Para 9	36
February	1st	Submit transcripts to HR to move salary schedule lane. Lane movement occurs in the ensuing semester.	Salary Schedule	54
September	1 st	Tuition reimbursement forms are due to Superintendent or designee.	Salary Schedule	53
February	1st	Elementary discretionary activities are submitted to District-wide Schedule B committee for second semester.	Schedule B #5	60
February	15 th	Job sharing requests submitted to Supt or designee for following year.	Article 11, Para 11, d	36
February	28th	Discipline Action Committee presents to the Board of Education.	Letter of understanding	72
April	End of the month	Displaced employees are notified	Article IX	24

May	By end of the month	Grievance Review	Art. 1 Para. G	4
May	By end of the month	Contribute a sick day to Sick Leave Bank.	Art. 10 Para. 7 sub-Para. D	35
May	1st	Applicants are notified of summer school employment.	Art. 15, Para. D	43
May	1st	Submit intent to retire letter to be eligible for retirement incentive.	Salary Schedule	50

August, 2017