



## PERSONNEL TIME FOR CONTRACTS

- January 28<sup>th</sup> BOARD MEETING: timeline
- February 1<sup>st</sup> At-Will employees submit written request to supervisor for consideration for 2013-2014
- February 4<sup>th</sup> Post staff recommendations online for Board to review
- February 25<sup>th</sup> BOARD MEETING: Vote on recommendations/contracts
- March 12<sup>th</sup> Give contracts to Principals at staff meeting
- March 13<sup>th</sup> Principals give contracts to administrators/teachers
- March 28<sup>th</sup> Contracts due back to Principals
- March 29<sup>th</sup> Contracts due to District Office
- April 12<sup>th</sup> Notify At-Will employees about employment

Print Name: \_\_\_\_\_

### Letter of Intent

Please indicate your wishes regarding employment with District Five Schools of Spartanburg County for the 2013-2014 school year by checking one of the statements below and **returning this document to your principal by Wednesday, January 23, 2013.**

Please check:

- I wish to be considered for employment for the 2013-2014 school year.
- I do not wish to be considered for employment for the 2013-2014 school year and **herewith resign effective at the end of the current school year.**
- I will be **retiring** or ending my **TERI** at the end of the 2013-2014 school year.
- I understand that my contract terminates when my TERI expires on \_\_\_\_\_; however, I would like to continue employment through the remainder of the 2013-2014 school year.
- I am undecided as to whether I wish to be considered for employment in District Five Schools during the next school year, due to the following reasons:

\_\_\_\_\_

**Please check area of current employment:**

**Please Print:**

<p>_____ Administration</p> <p>_____ Bus Driver</p> <p>_____ Teacher (certified positions)</p> <p>_____ Teacher Assistant</p> <p>_____ Custodial Staff</p> <p>_____ Maintenance Staff</p> <p>_____ Security</p> <p>_____ Secretary/Clerical</p> <p>_____ District Staff</p> <p>_____ Other _____</p>	<p>Name _____</p> <p>Address _____</p> <p>_____</p> <p>City _____ Zip Code _____</p> <p>Telephone _____</p> <p>School _____</p> <p>Date _____</p> <p><input type="checkbox"/> Check here if any of the above is a change since August, 2012 and you <b>HAVE NOT</b> contacted personnel. Changes, if not reported, <b>will affect retirement, etc.</b></p>
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**Signature** \_\_\_\_\_

**THIS DOCUMENT IS NOT INTENDED TO BE A CONTRACT NOR DOES IT CONSTITUTE A CONTRACT FOR THE 2013-2014 SCHOOL YEAR.**



# MEMO

**To: Retired Employees**  
**From: Dr. Scott Turner, Superintendent**  
**Date: January 9, 2013**  
**Re: HIRING PROCEDURES FOR RETIREES**

This correspondence is to provide information on our district's procedures concerning the hiring of retirees. Anyone who is fully retired or will come out of TERI during the 2013-2014 school year is an "at-will" employee from the date of your retirement. This includes all staff: professional, classified, and administrative.

On April 23, 2012, the Board voted to reduce the salary for at-will employees by at least 15% beginning with the 2013-2014 school year. If you become "at-will" **during** the school year, your salary will be reduced at that time by the same percentage as all other at-will employees. If the reduction percentage is more than 15%, we will notify you by January 30<sup>th</sup>.

**Any retiree who would like to be considered for employment for the 2013-2014 school year must submit a written request for consideration to your principal/supervisor by February 1, 2013.** Supervisors will be asked to make recommendations to the superintendent on behalf of those employees who wish to return to work in our district for the 2013-2014 school year. You will be notified of your employment status in April, 2013.

Retirees will not receive a contract. You will be offered a Letter of Agreement. All retired employees will be subject to the same evaluative procedures as non-retired employees. Evaluations of performance will be conducted each year of employment.

If you have any questions, please speak with your supervisor, or call Libby Grau, Director of Personnel.