

## 2019-20 HR New Hire, Re-contracting and Evaluation Timeline

<b>January</b>	
Administrative and certified rosters to supervisors and principals	Tuesday, January 22, 2019
<b>February</b>	
Return administrative and certified rosters to HR	Friday, February 1, 2019
Report administrative and certified vacancies to HR	Thursday, February 7, 2019
AP and Teacher Screening Interviews-Savannah Rapids Pavilion	Friday, February 8, 2019
District Screening for Administrative Leadership Positions	Friday, February 15, 2019
Intra-district transfer & new hire interview week (new hire recommendations not accepted at this time)	February 18-22, 2019
Principals and supervisors cleared to make administrative and certified new hire recommendations	Wednesday, February 27, 2019
<b>March</b>	
Submit administrative/certified non-renewals to superintendent w/documentation	Tuesday, March 12, 2019
Submit 2019-20 SY administrative and certified re-contracting recommendations to BOE for approval	Tuesday, March 12, 2019
Issue administrative and certified contracts for 2019-20 SY	Wednesday, March 13, 2019
Report non-certified vacancies to HR	Friday, March 22, 2019
Signed administrative and certified contracts DUE to HR	Friday, March 29, 2019
<b>April</b>	
Submit completed GLEI Evaluations or Columbia County Administrative Appraisals to Human Resources	Monday, April 1, 2019
Non-certified rosters to supervisors	Friday, April 5, 2019
Return completed non-certified rosters and evaluations to HR	Friday, April 26, 2019
Submit required documentation on employees NOT recommended for continued employment	Friday, April 26, 2019
<b>May</b>	
Annual Retirement Ceremony, Savannah Rapids Pavilion	Tuesday, May 7, 2019
<b>June</b>	
Have vacancies filled and resignation letters submitted to HR	Friday, June 7, 2019