



TO: All Principals

FROM: Mary Filippone
Personnel Coordinator

DATE: January

SUBJECT: Personnel Documentation and Procedures

This timeline is intended to assist you with important personnel deadlines, as well as items that require your ongoing attention. Any documents listed in **bold** can be found on the CSO intranet. Each year forms may be updated/changed. To ensure you are using the correct version of any form, always refer to the CSO intranet before using a pre-copied form.

<u>DATE</u>	<u>DOCUMENT</u>	<u>PROCEDURE</u>
On-going	Teacher Evaluations	Teachers are evaluated in writing by the Principal, Assistant Principal, and/or Department Chairperson, according to diocesan policy, throughout the year. Summative evaluations are due to the Catholic Schools Office by June 30.
January	Teacher Transfer List Memo	Beginning in January, teachers may request to be considered for a transfer to another Catholic school within the Diocese of Wilmington. Administrators are asked to distribute, or direct teachers to, the Teacher Transfer List Memo . Any teacher requesting a transfer must notify his/her current administrator.
January	Teacher Transfer List OR Teacher/Staff Transfer List	The Teacher Transfer List OR Teacher/Staff Transfer List will be posted on the CSO intranet beginning in January and updated regularly as applicable.
January 31	Administrator Intent Form	Administrator Intent Forms are due to the Catholic Schools Office by January 31.
March 1-15	Teacher Letter of Intent	Teachers should complete and return a letter of intent to the principal. This is an indication of the teacher's interest in returning and not an obligation of placement. A sample Teacher Letter of Intent is provided by the Catholic Schools Office.

March 31	Employment Agreements – Termination of Employment	Any teacher not being extended an offer of continued employment must be notified verbally <u>AND</u> in writing by March 31 st . This intention must first be discussed with the Superintendent and should be undertaken <u>ONLY</u> when a teacher has received previous written indication of concern about performance OR there is a change in staffing/program which requires a reduction in faculty.
April/May	Employment Agreements – Continued Employment	Employment Agreements are completed and distributed following the Guidelines for Professional/Administrator Employment Agreements and Personnel Forms memo.
June 30	Employment Agreements – Due	Employment Agreements are due to the Catholic Schools Office for review and approval.
June 30	Catholic Schools Office Personnel Handbook Acknowledgement Form	A signed Catholic Schools Office Personnel Handbook Acknowledgement Form must be submitted each year with the employment agreement of every returning teacher/counselor/ nurse/administrator.
June 30	Employment Agreement Data Summary Form (Form A)	Form A Report should accompany the employment agreement of all part-time teachers OR any agreement that does not follow the recommended salary scale.
June 30	Teacher Summative Evaluations	A Summative Evaluation must be submitted for every teacher/counselor/nurse/administrator whether returning or not.
June 30	Teacher Annual Absentee Reports	An Absentee Report must be submitted for every teacher/counselor/nurse/administrator whether returning or not.
June 30	Termination Reports	A Termination Report must be submitted for any teacher/counselor/nurse/administrator not returning, regardless of the reason.
June 30	Personnel Documents	Submit all personnel documents for new hires (application, transcript(s), background check, etc.) and any updated information for existing teacher personnel files (updated licenses, certificates, transcripts, etc.).
Ongoing	New Teacher Report (with Teacher Resume)	IMMEDIATELY UPON HIRE, a New Teacher Report, with an accompanying resume, must be submitted to the Catholic Schools Office. All sections of the first page of the form MUST be completed before submitting it.