

Important Contractual Deadlines Checklist 2023-2024

Grievances: Article 3

- All formal grievances must be filed within 20 work days of knowledge of the factor or condition that is the basis for the grievance. **(3.8.1)**

Class Size: Article 6

- Class size overages – Have informal discussion with principal as soon as it is apparent that contractual class size(s) have been exceeded. An informal discussion is not a meeting. You can just send an email or verbally make the administrator aware of class size overage and that you will be filing a grievance. **(3.7.1)**
- Formal Grievances – File a grievance at Step II if class size / caseload overages have not been corrected by the 19th student day (Wednesday, September 6th, 2023). **(6.6)**

Assignment/Reassignment: Article 4 and Transfer/Involuntary Transfer: Article 5

- Seniority list must be posted by February 15th. **(5.3.1.4)**
- 2nd year probationary educators must be notified of non-reelection on or before March 15th. **(Ed Code 44929.21)**
- 1st year probationary educators can be non-reelected any day before July 1st. After June 30th they become 2nd year probationary educators. **(Ed Code 44929.21)**
- Subsequent year assignment preference form must be given to educators by February 15th. **(4.1.2 and 5.2)**
- Tentative assignments for the following school year are to be made by March 1st. **(4.1.3 and 5.2)**
- Notification of Involuntary Transfer must be made by March 1st. **(5.2)**
- Involuntary transfers shall have at least 5 days to review the vacancy list. **(5.2)** For 2023-24 that should be March 4th – March 8th.
- List of available openings to be posted for all other employees by April 1st. **(5.2)**
- All voluntary transfer interviews and acceptance offers must be completed by April 15th. **(5.2 and 5.4.3 through 5.4.6)**

Assignment (continued) :

- Final date for Summer Voluntary Transfer Interest form is the last contractual teacher work day - June 4th, for the 2023-24 school year. (Must have Summer Voluntary Transfer Interest form on file to be considered for summer openings.) **(5.2 and 5.4.7)**
- 15 work days (defined as “a day the administrative offices of the District Office are open”) prior to the first student day of the following year is the deadline for involuntary transferees to return to their original site and for voluntary transferees to be considered for any remaining opening, provided they filed their Voluntary Transfer Interest Form by June 4th. **(5.2)** As of August 2023, this date is not yet determined for the **2024-2025** school year, though it will be somewhere toward the end of July 2024.

Leaves: Article 19

- Application for Educational Improvement Leave or Opportunity Leave must be submitted by April 15th. **(5.2 and 19.2.11 and 19.15.1)**
- Request for Educational Improvement Leave or Opportunity Leave for spring semester leave must be made by December 15th. **(19.2.11)** With agreement of the Human Resources Chief or designee, a unit member may be granted such leave requested after April 15 or December 15. Once requested the leave must be taken unless otherwise agreed by the unit member and the District. **(19.2.11)**

Job Shares:

- Applications for Job share must be made by February 15th. **(5.2)**
- Applications for “Willie Brown” contract must be made by February 15th. **(5.2 and 22.1.1)**
- Job share applicants and “Willie Brown” applicants must be notified by February 28 if their application is being accepted for the coming school year. **(5.2)**
- Lottery for job-shares must be held by February 22nd. **(8.1.16)**