

END OF THE YEAR REMINDERS

ROSTER/GRADE ASSIGNMENT DUE DATES

Tentative rosters are due by **June 15th** or the last day of school whichever is earlier. (Article XVIII B.2. e and f – page 66 in the PFT contract)

FORWARDING DOCUMENTS TO THE OFFICIAL PERSONNEL

FILE – This should be done by the last day of school for staff, but definitely no later than **June 30th**. (Documents are forwarded **after** you have scheduled a conference with the proper notice and met with the employee in a **formal conference where you have offered union representation** to discuss the document.)

CLEANING OUT SCHOOL FILES

Remember that employees will be contacting you to remove **disciplinary documents** from their school files. I suggest scheduling appointments for this purpose. The employee **cannot** remove every document from the file; mostly they can just remove warning memos. Remember SEH-90's (attendance records) must remain in the file. If in doubt, check with Employee Relations.

EXTENDED SICK LEAVE

If you are in the process of disciplining an employee, who is now on extended sick leave, you must prepare a letter to carry the matter over into the next school term if the employee is not expected to return before the end of the school year.

EMPLOYEE DISCIPLINE

Any employee who is currently in the disciplinary process and you are unable to complete the process prior to the end of the school year, must receive a **carryover letter**. This includes all employees who are reassigned to 440 pending the outcome of investigations.