

### Certificated Personnel Newsletter February, 2010

#### Forms, Forms, Forms!

The variety of forms you receive can be confusing, especially at this time of year. Please bear with us!

1. **Bright blue** staffing survey, with transfer request– was due Jan. 22. Transfers will be notified by March 5.
2. **Pink** Reclassification Letter (anticipate step/column change) – out March 1. **Please return by March 20.**
3. **White** Leave of Absence request (see below) – **due ASAP – no approval after February 27.**
4. **Green** Reemployment Letter, your prob/tenured employment contract – out Mar. 1. Please return by **March 31.**

#### Leave of Absence

See your site secretary for a form to submit if you wish to take a leave of absence (including a partial leave of any percent) for the 2010/11 school year. Please return it to Debbie Rowe **ASAP, but not later than February 27** in order to ensure that your request can be approved. If you are currently on a partial or full leave, you will receive a form from Debbie Rowe. The District approves leaves when possible, as a privilege to employees.

#### Important to note:

- Your principal and department colleagues will appreciate your leave request ASAP, as the State budget has made staffing far less flexible than in past years. Because late requests are disruptive to colleagues and to the school's master schedule, **late requests for full or partial leaves will not be approved.**
- Partial leaves will be approved if they can be accommodated within schedule and student requirements.
- Full-time leaves will be approved for tenured teachers when requested **promptly** (except for purpose of teaching in another school district or private school).

#### Summer School

As reported earlier, summer school staffing will be very limited, estimated to require only 2-4 general ed and 6-8 special education teaching positions. The positions will be announced in early April.

#### Payroll – W-2 Forms

If you did not receive your W-2, please contact Payroll to ensure that we have your current address. **W-2s were mailed out January 15, 2010.** W-2s with incorrect address *should* have been returned to the District. Please be careful not to misplace your W-2, as it will take five days for you to receive a new copy.

#### STRS Reduced Workload – Plan Ahead

If you are interested in participating in the STRS **Reduced Workload Program** in future years (employee works part-time, employee and District both contribute to STRS in full, to yield maximum STRS credit), it is important to plan ahead. In order to qualify for this program a certificated employee must:

- ◆ be 55+ years old prior to the start of the **RWL** assignment
- ◆ request the partial leave (to work 50% or greater) in writing **before the end of February**
- ◆ have been employed full-time for a minimum of ten cumulative years in SDUHSD
- ◆ be employed in STRS service full-time for the five years *immediately preceding* the **RWL** effective date
- ◆ have the **RWL contract** approved by the Board of Trustees **by July 1** preceding the **RWL** effective date

The **RWL** assignment can be approved for a minimum of one school year and a maximum of 10 school years.