

## Workforce Planning Guidelines

The following guidelines are intended to help you prepare your workforce projections for the 2009-2010 school year. Please also review the detailed Workforce Planning Timeline found on the HR web site at [http://hr.spps.org/Workforce\\_Planning\\_Timeline.html](http://hr.spps.org/Workforce_Planning_Timeline.html) which contains critical dates related to the budget submission process, including your Workforce Planning Worksheets, which contain your workforce projections, as well as other important information. **Action items are shown in Bold Type.**

### **Budget Submission Process**

When you receive your budget allocations this spring, you will also receive a Workforce Planning Worksheet. The worksheet will include a list of the employees assigned to your building for the current school year (with the exception of some positions for which your school is not responsible for workforce planning such as nutrition services and custodians).

### **Workforce Changes**

**Please report your workforce changes** for the 2009-2010 school year to your Workforce Management Specialist **on or before April 24, 2009**, using the Workforce Planning Worksheet. These changes include position cuts, FTE changes, non-renewals, assignment changes, resignations and retirements. This date is earlier this year due to the perceived need to nonrenew and layoff teachers as a result of the \$25 million budget shortfall.

Please also submit a

- 1) **Manager Job Requisition** for each vacancy and/or FTE change; and
- 2) **Employee Change Request** for any other projected workforce changes (e.g., grade level or budget code change).

*It is to your advantage to declare vacancies early to ensure they are filled before the beginning of the 2009-2010 school year. You may begin to identify vacancies anytime.*

### **Workforce Reductions (Cuts)**

If you have workforce reductions, you must **notify affected staff in writing and send a copy of each letter to your Workforce Management Specialist by April 24, 2009**. Sample workforce reduction letters can be found on the HR web site at: [http://hr.spps.org/Sample\\_Cut\\_and\\_Non-Renewal\\_Letters.html](http://hr.spps.org/Sample_Cut_and_Non-Renewal_Letters.html).

Please work with your Accountants and Workforce Management Specialist as you develop your budget and workforce projections for the 2009-2010 school year to ensure that:

1. You have a complete understanding of the process and all of the information needed to submit an accurate and complete Workforce Planning Worksheet on or before the April 24, 2009, deadline; and
2. All workforce reductions are processed and communicated appropriately and consistently with labor agreements. Your Workforce Management Specialist can provide you with timely information to assist you in your workforce planning efforts.

### **Voluntary and Involuntary Teacher Transfer Processes**

The voluntary teacher transfer process begins in early March and continues through June 19, 2009. The involuntary teacher transfer process will then begin on June 29, 2009. Teachers who have not been placed through the voluntary transfer process will be assigned to vacancies starting in July.

It is critical that you submit your budget and workforce information as accurately and timely as possible to ensure that schools are adequately staffed by opening week. This means that **all known vacancies must be declared and a requisition submitted for each vacancy before the voluntary transfer process ends on June 19, 2009**. As indicated above, it is to your advantage to declare vacancies early, if possible, to allow time to recruit and select qualified staff.

#### **Important**

Known vacancies that are not identified through this process prior to June 19, 2009 will not be filled for the 2009-2010 school year, unless they are the result of significant student enrollment increases or other significant unanticipated program changes and workforce reductions. Such changes will also be subject to the approval of the Chief of Schools and Chief Financial Officer.