

### FISCAL YEAR 2022 STAFFING CALENDAR FOR TEACHER-LEVEL POSITIONS

Date	Activity				
<b>Prior to the release of staffing allocations</b>	<ul style="list-style-type: none"> <li>Leadership positions may be advertised and recommendations for hire can be made for positions where there is confirmation of a vacant position (see Attachment A for designated leadership positions).</li> <li>Leadership positions must be advertised for a minimum of three business days.</li> </ul>				
<b>Beginning Friday, February 12, 2021</b>	Principals of Community Schools may begin to advertise positions, interview, and hire current MCPS teachers who are eligible for transfer (see attached list of schools that are designated as being eligible to interview and hire during this time period).				
<b>Friday, February 19, 2021</b>	<ul style="list-style-type: none"> <li>Principals receive February enrollment projections for Fiscal Year 2022 along with projected allocations for MCEA, SEIU, and A&amp;S school level positions except for cafeteria and building services allocations, which will be sent in the spring.</li> <li>Hiring managers begin to submit requisitions on <i>MCPS Careers</i> for approval by OHRD. Approved requisitions will be released upon confirmation of a vacant position.</li> </ul>				
<b>Friday, February 19, 2021- Thursday, March 4, 2021</b>	<ul style="list-style-type: none"> <li>Principals will notify employees who have been involuntarily transferred no later than <b>Thursday, March 4, 2021</b>, however, the window is open from <b>Friday, February 19, 2021- Thursday, March 4, 2021</b>.</li> <li>Send involuntary transfer information to OHRD using the “Export teachers to Excel” option within SAE 2021. Send the Excel spreadsheet via email to the staffing coordinator assigned to your school.</li> </ul>				
<b>Friday, February 19, 2021</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; padding: 5px;"><u>DESIGNATED SCHOOLS</u></th> <th style="text-align: left; padding: 5px;"><u>ALL OTHER SCHOOLS</u></th> </tr> </thead> <tbody> <tr> <td style="padding: 5px; vertical-align: top;">           Principals of schools identified below may begin to advertise positions, interview, and hire current MCPS teachers who are eligible for transfer (<i>see attached list for schools designated as being eligible to interview and hire during this time period</i>). <b><u>This opportunity is ONLY for the schools who meet the criteria outlined below (see Attachment E). ONLY internal candidates are eligible for hire.</u></b>            Elementary schools with 50% or more of students receiving free and reduced-priced meals           <ul style="list-style-type: none"> <li>Middle schools with 45% or more of students receiving free and reduced-priced meals</li> <li>High schools with 40% or more of students receiving free and reduced-priced meals</li> <li>Special schools</li> <li>Elementary language immersion schools.</li> </ul> </td> <td style="padding: 5px; vertical-align: top;"> <ul style="list-style-type: none"> <li>Review staffing allocations and build hiring teams.</li> <li>Positions may be advertised.</li> <li><b>Recommendations for hire will not be accepted until Monday, March 8, 2021.</b></li> </ul> </td> </tr> </tbody> </table>	<u>DESIGNATED SCHOOLS</u>	<u>ALL OTHER SCHOOLS</u>	Principals of schools identified below may begin to advertise positions, interview, and hire current MCPS teachers who are eligible for transfer ( <i>see attached list for schools designated as being eligible to interview and hire during this time period</i> ). <b><u>This opportunity is ONLY for the schools who meet the criteria outlined below (see Attachment E). ONLY internal candidates are eligible for hire.</u></b> Elementary schools with 50% or more of students receiving free and reduced-priced meals <ul style="list-style-type: none"> <li>Middle schools with 45% or more of students receiving free and reduced-priced meals</li> <li>High schools with 40% or more of students receiving free and reduced-priced meals</li> <li>Special schools</li> <li>Elementary language immersion schools.</li> </ul>	<ul style="list-style-type: none"> <li>Review staffing allocations and build hiring teams.</li> <li>Positions may be advertised.</li> <li><b>Recommendations for hire will not be accepted until Monday, March 8, 2021.</b></li> </ul>
<u>DESIGNATED SCHOOLS</u>	<u>ALL OTHER SCHOOLS</u>				
Principals of schools identified below may begin to advertise positions, interview, and hire current MCPS teachers who are eligible for transfer ( <i>see attached list for schools designated as being eligible to interview and hire during this time period</i> ). <b><u>This opportunity is ONLY for the schools who meet the criteria outlined below (see Attachment E). ONLY internal candidates are eligible for hire.</u></b> Elementary schools with 50% or more of students receiving free and reduced-priced meals <ul style="list-style-type: none"> <li>Middle schools with 45% or more of students receiving free and reduced-priced meals</li> <li>High schools with 40% or more of students receiving free and reduced-priced meals</li> <li>Special schools</li> <li>Elementary language immersion schools.</li> </ul>	<ul style="list-style-type: none"> <li>Review staffing allocations and build hiring teams.</li> <li>Positions may be advertised.</li> <li><b>Recommendations for hire will not be accepted until Monday, March 8, 2021.</b></li> </ul>				
<b>Monday, March 1, 2021</b>	Teachers on leave of absence (non-medical) are required to declare their intent to return, to terminate employment, or to request an extension (MCEA contract, Article 30B,2e).				
<b>Wednesday, March 3, 2021</b>	Principals will receive the Fiscal Year 2022 Staffing Allocations Report link via email from the School and Financial Operations Team.				
<b>Thursday, March 4, 2021</b>	<b>Priority Assignment Transfer Information Meeting</b> conducted through Webinar. <b>Time: 4:30–5:30p.m.</b> <b>This meeting is only for teachers who have been involuntarily transferred or are returning from leave (MCEA contract, Article 25I).</b> Access information will be sent to teachers on the day of the meeting.				
<b>Thursday, March 4, 2021</b>	Principals will receive the Initial Staffing Allocations for Fiscal Year 2022 memorandum via the Weekly Principals Memoranda email.				
<b>Friday, March 5, 2021- Friday, March 26, 2021</b>	<b>Voluntary Transfer Season. The voluntary transfer season is from Friday, March 5, 2021- Friday, March 26, 2021.</b> <ul style="list-style-type: none"> <li>Principals can only interview voluntary and involuntary transferred teachers.</li> <li>Principals will make recommendations for hire for positions that have been advertised via MCPS Careers/ATS.</li> </ul>				

<b>Friday, March 26, 2021</b>	Voluntary transfer season temporarily closes at 5:00 p.m. <b>The voluntary transfer season is closed through Tuesday, April 6, 2021 and will reopen on Wednesday, April 7, 2021.</b>	
<b>Monday, March 29, 2021- Monday, April 5, 2021</b>	<b>Spring Break</b>	
<b>Thursday, April 1, 2021</b>	<u>Teachers on leave of absence</u> are required to submit official notice of intent to return, to terminate employment, or to request an extension of leave that began <u>prior</u> to April 1, 2021, including child care leave (MCEA contract, Article 30I, 2e. and Article 30I, 2e.). Applications for personal, professional/improvement, and overseas teaching leave are due.	
<b>Tuesday, April 6, 2021</b>	<ul style="list-style-type: none"> <li>• <b>OHRD and Office of School Support and Improvement Priority Assignment Meeting</b> Time: 11:30- 3:30</li> <li>• Notification of assignments of teacher priority assignments (MCEA contract, Article 25H).</li> </ul>	
<b>Wednesday, April 7, 2021- Thursday, April 15, 2021</b>	<p><b>Voluntary Transfer Season reopens.</b> <b><u>DESIGNATED SCHOOLS</u></b></p> <ul style="list-style-type: none"> <li>• Principals at the following schools may begin to interview and recommend for hire open contracted and pre-qualified teachers with three or more years of experience, who are bilingual, and/or hold certification in SPED, computer science, technology education, or NBCT (<i>see attached list for schools designated as being eligible to interview and hire during this time period</i>).</li> <li>• <b><u>This opportunity is ONLY for the schools designated as being eligible to interview and hire (see Attachment E).</u></b></li> <li>• Recommendations for hire will also be accepted in fields for which all priority placements have been made.</li> </ul>	<p><b>Voluntary Transfer Season reopens.</b> <b><u>ALL OTHER SCHOOLS</u></b></p> <ul style="list-style-type: none"> <li>• Interview and hire current MCPS teachers who are eligible for transfer.</li> <li>• Recommendations for hire will be accepted in fields for which all priority placements have been made.</li> </ul>
<b>Friday, April 16, 2021- Tuesday, July 20, 2021</b>	<b>Voluntary Transfer Season remains open through Tuesday, July 20, 2021.</b> Open contracted teachers and pre-qualified teachers are available to be recommended for hire in fields for which all priority placements have been made. Interviews and hires of open contracted, pre-qualified, and internal teachers may take place at all schools.	
<b>Saturday, May 1, 2021</b>	The state of Maryland deadline for non-tenured teachers to resign without breach of contract.	
<b>Friday, June 11, 2021</b>	Open contracted teachers who have not been recommended for hire will be assigned to schools with vacancies.	
<b>Tuesday, June 15, 2021</b>	Teachers whose child care leave began after April 1, 2021, must submit an extension of the original leave to ERSC no later than June 15, 2021 (MCEA contract, Article 30I, 2f.).	
<b>Thursday July 15, 2021</b>	<ul style="list-style-type: none"> <li>• The state of Maryland deadline for tenured teachers to resign without breach of contract is Thursday, July 15, 2021.</li> <li>• Applications for long-term child care leave and long-term family leave are due.</li> </ul>	
<b>Tuesday July 20, 2021</b>	Last day of the voluntary transfer season and internal teacher transfers. (MCEA contract, Article 24L).	