



WASHOE COUNTY SCHOOL DISTRICT
 Office of Human Resources
FALL OVERAGE TIMELINE
2019-20 SCHOOL YEAR

August 26 (Monday)	Administrators	Last day for Administrators to submit a UHR to post a position before overage placement.
August 27 (Tuesday)	Administrators Human Resources	Last day for Certified positions to be posted before overage placement.
August 29 (Thursday)		All certified positions needed for overage removed from the job board at 5:00 p.m.
August 29 (Thursday)	Human Resources	Human Resources provides preliminary needs list to Position Control for validation.
August 30 (Friday)	Administrators	Last day for Administrators to submit hiring paperwork All UHRs due to Human Resources by 5:00 pm.
September 2 (Monday)	All	Labor Day Holiday
September 3 (Tuesday)		COUNT DAY
September 3 (Tuesday)	Principals	Verify vacancies on job board
September 6 (Friday)	OSL/HR/PC/Leadership Team	Allocations meeting
September 9 (Monday)	Human Resources Position Control	Verify vacancies that will be available for overage.
September 9 (Monday)	Human Resources	Human Resources sends the Needs List sent to Administrators so employees can volunteer for overage – Administrators to distribute to employees.
September 10 (Tuesday)	Administrators	Administrators send names of overage employees to Human Resources.
September 11 (Wednesday)	Human Resources	Human Resources notifies overage employees of openings – Needs List and Preference Forms provided to employees
September 12 (Thursday)	Teachers	Overaged certified employees send their Preference Form to Human Resources
September 13 (Friday)	Human Resources	Human Resources sends Preference Forms from overage certified employees to Administrators
September 16 – 20 (Monday – Friday)	Administrators	Administrators interview overage employees who preferenced their school or department.
September 20 (Friday)	Administrator	Administrators send Administrator Preference Forms to Human Resources and provide a copy to Area Superintendent or Leadership Team member.
September 23 (Monday)	HR	<i>finalize all documents need for overage meeting</i> <i>finalize licensure information for overaged teachers</i>
September 25 (Wednesday)	HR/OSL/Leadership Team	Meeting to place overage employees <i>9:00 am – 12:30 pm</i> <i>Admin Board Room</i>
September 25-26 (Wednesday – Thursday)	HR	Overaged teachers notified of placement.



September 25 (Wednesday)	Human Resources	Human Resources provides Position Control a list of all overage placements, with PCO# vacancies filled
September 26 (Thursday)	Human Resources	Remaining Certified positions re-opened
September 26 (Thursday)	Human Resources	<i>All UHRs submitted to PC</i> <i>All overage notifications sent to teachers</i>
September 27 (Friday)	Teachers	Moving day; no instruction
September 30 (Monday)	Teachers	First day of instruction at new school