

## Notice of Important Changes to Service Personnel from Human Resources

Due to changes made during the 2016 Legislative Session, we want to make service personnel aware of the following changes to State Code:

**Early Retirement Notification:** Deadline for service employees to give early written notice of year end retirement to receive any county bonus for early notification: March 1 (instead of January 1)

**Competency Testing:** Pre-testing training/ “shadowing” is no longer required for service personnel competency tests.

Competency tests will be reviewed and updated as applicable every five years by the State Board.

**Filling Service Personnel Vacancies:** Within 20 working days of the closing date of the posting, service personnel vacancies must be filled.

**Stay Put Rules:** After the 20<sup>th</sup> day before the start of the school year, all aides who work with students with exceptionalities whose IEPs require one – on- one services, all autism mentors, all aides who work with students with autism, all paraprofessionals, all interpreters, and all Early Childhood Classroom Assistant Teachers may bid on a new position but will not be permitted to start working in that new position until the start of the next school year.

During their first year of employment with the Board of Education, service personnel other than those mentioned above, are permitted to bid on any position but are not permitted to start that new position until the start of the next semester. Certain exceptions may apply in rare circumstances as provided by law.

Service personnel in their second year contract and thereafter; other than those mentioned in the first paragraph of this section, may transfer only one time per semester after the 20<sup>th</sup> day before the school year begins. Certain exceptions may apply in rare circumstances as provided by law.

The section of the Code addressing stay put provisions for service personnel has been moved to 18A-4-7b.