

Mark Your Calendar Now: 2016-17 Important Deadlines

Following is a list of many, but not all, important contractual deadlines for the 2016- 17 academic year. If any of these deadlines apply to you, be sure to mark your calendar and read the *Agreement* text referenced in parentheses. The full text of these articles can be found on the FA website, fahda.org.

The campus conciliator can assist you: at De Anza, Anne Argyriou (ArgyriouAnne@fhda.edu, 408.864.5340) or at Foothill, Karen Erickson (EricksonKaren@fhda.edu, 650.949.7413). Questions can also be directed to the FA Office Manager Susanne Elwell (ElwellSusanne@fhda.edu, 650.949.7544).

Please note: if you miss a contractual deadline, even by a single day, you may lose significant benefits or have to wait a full year before becoming eligible again.

2016

Sept. 12-Oct. 7: CalPERS Open Enrollment period for all faculty and retirees to enroll/make changes in medical benefit coverage and/or pre-tax dollar Flexible Benefits Spending Account Plan, such as child care spending accounts (22, 22A, 23); coverage is for calendar year, January through December 2017.

Oct. 17: Full-time faculty submit Professional Development Leave (PDL) application to District Office of Human Resources; review with division dean at least five school days prior to submittal. (17.9, 17.11).

Oct. 22: Professional Development Leave Report (*Appendix P3*) due for faculty on leave the full 2015-16 academic year or completing the final quarter of leave Spring Quarter 2016 (17.16).

Dec. 9: Part-time faculty file intention to change salary column starting in the Winter 2017 Quarter with campus Personnel Office (*Appendix B.1, C, E, G*).

Dec. 16: Full-time faculty submit Early Retirement Incentive Notice to District Human Resources Office (20.4).

2017

Jan. 6: Part-time faculty submit completion of requirements documentation for column change starting Winter quarter to campus Personnel Office (*Appendix B. 1, C, E, G*).

Jan. 17: *Article 18* faculty meet with the appropriate administrator to determine their reduced contract schedule (18.8.1, *Appendix W*).

Feb. 6: Professional Development Leave Committee makes recommendations to the Board at its meeting in February (17.12.3).

Mar. 1: Full-time faculty submit written initial request for *Article 18* pre-retirement reduction in contract to college president (*18.8.2, Appendix W*). See *18.9* to request percentage change in subsequent years.

Mar. 10: Part-time faculty file intention to change salary column starting in the Spring Quarter with campus Personnel Office (*Appendix B.1, C, E, G*).

Mar. 15: *Article 19* faculty submit to District Human Resources the annual Early Retirement Service Plan for the following academic year with all required signatures for second and subsequent years of participation (*19.6.2.2, Appendix U1*). See *19.6.1* for initial year of participation.

Mar. 15: Board notification to probationary or other faculty whose contracts will not be renewed (California Ed. Code).

Apr. 3: Full-time faculty submit written request to return to full-time employment status from *Article 18* pre-retirement reduction in contract (*18.4*).

Apr. 7: Part-time faculty submit completion of requirements documentation for column change starting in Spring Quarter to campus Personnel Office (*Appendix B.1,C, E, G*).

Apr. 17: Full-time faculty submit application for Training/Re-Training (*Appendix R*) to District Office of Human Resources (*35.6*).

June 1: Full-time faculty submit Professional Growth Activities to campus Personnel Office for salary step advancement (*Appendix A, B*) and/or Professional Achievement Award application (*38.3*).

June 30: Full-time faculty file intent to change salary column for (the next) academic year with campus Personnel Office (*Appendix A, B*).

June 30: Full-time faculty submit written requests for reassignment (*12.2*) or campus transfer to HR Vice Chancellor (*13.2*).

July 3: Full-time faculty submit Professional Achievement Award application to division dean (*38.2.1, 38.3*).

Aug. 26: Part-time faculty file intention to change salary column starting in the Fall 2017 Quarter with campus Personnel Office (*Appendix B.1, C, E, G*).

Sept. 15: Full-time faculty submit completion of requirements documentation for salary column change in academic year 2017-18 to campus Personnel Office (*Appendix A, B*).

Sept. 22: Part-time faculty submit completion of requirements documentation for column change in the Fall Quarter (next academic year) to campus Personnel Office (*Appendix B.1, C, E, G*).