

EASTFIELD COLLEGE
HR Significant Dates Planning Calendar
Academic Year 2006 - 2007

Based on District deadlines, not yet established, due dates may be affected. Notification of such changes will be communicated to the departments.

August 2006

- Reporting Week - FA '06 - 8/21 - 8/25**
- Classes Begin 8/28**
- 8/1 - Board Meeting
- 8/14 - Timesheets due in HR
- 8/15 - All administrative contracts must be signed
- 8/16 - Extra Service Contracts due in EFC HR
- ★ 8/23 - FT Employees must be set up and have worked
- 8/31 - Board Material due in EFC HR (October Board) Transcripts due for Faculty September Reclassification
- 8/31 - Payday**

August 2006

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	★ 23	24	25	26
27	28	29	30	31		

Special Notes: Warrants of appointment will be due the same date as all other Board material *each month*.

September 2006

- 9/4 - Labor Day Holiday
- 9/5 - Board Meeting
- 9/11 - Timesheets due in HR
- 9/14 - Extra Service contracts due in EFC HR
- 9/20 - FT Employees must be set up and have worked
- 9/29 - Payday**

September 2006

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Special Notes:

9/15 - Notification to eligible full-time faculty of start of formal evaluation cycle. Begin to develop faculty IAP/Profile due by 10/1.

October 2006

- 10/3 - Board Meeting
- 10/4 - Board material due in EFC HR (November Board)
- 10/16 - Timesheets due in HR
- 10/17 - Extra Service contracts due in EFC HR
- 10/23 - FT Employees must be set up and have worked
- 10/27 - Board material due in EFC HR (December Board)
- 10/31 - Payday**
- 10/29 - Daylight Savings Ends**

October 2006

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Special Notes:

10/1 - Full-time faculty IAP/Profiles completed.
10/15 - Full-time faculty IAP/Profile copies returned to faculty member.

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November 2006

- 11/7 - Board Meeting
- 11/13 - Timesheets due in HR
- 11/14 - Extra Service contracts due in EFC HR
- 11/20 - FT Employees must be set up and have worked
- 11/23 - 11/24 - Thanksgiving Holiday
- 10/29 - Board material due in EFC HR (January Board)
- 11/30 - Payday

November 2006

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Special Notes:

11/1 - 1/31/07 - Full-time faculty mid-year review/visitation conference: (formal evaluation only)

December 2006

- ★ 12/4 - All FT Faculty payroll documents to be paid in DEC (i.e. timesheets, contracts, etc.) due in HR
- 12/4 - FT Employees must be set up and have worked
- 12/5 - Board Meeting
- 12/11 - Timesheets due in HR
- ★ 12/11 - Extra Service contracts due in EFC HR
- 12/14 - Early Full time Faculty Payday
- 12/22 - Payday
- 12/25 - 12/29 - Holidays

December 2006

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	★ 4	5	6	7	8	9
10	★ 11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

12/15 - 1/11 - Wintermester

Special Notes:

12/1 - Paperwork for approval for Administrator Long and Short-Tem Sabbatical due to DHR

January 2007

- 1/1 - Holiday
- 1/3 - Board material due in EFC HR (February Board)
- Reporting Week SP '07 - 1/8 - 1/12
- ★ 1/9 - Board Meeting
- 1/15 - Martin Luther King Jr. Holiday
- 1/16 - Timesheets due in HR
- Classes begin 1/16
- 1/17 - Extra Service contracts due in EFC HR
- 1/22 - FT Employees must be set up and have worked
- 1/31 - Payday
- 1/31 - Board material due in EFC HR (March Board)

January 2007

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	★ 9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Special Notes:

1/31 - Completion of mid-year review of full-time faculty.

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February 2007

- 2/6 - Board Meeting
- 2/12 - Timesheets due in HR
- 2/13 - Extra Service contracts due in EFC HR
- 2/14 - FT Employees must be set up and have worked
- 2/22 - Faculty, PSS and Administrative Conference Day
- 2/28 - Board material due in EFC HR (April Board)
- 2/28 - Payday

February 2007

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

Special Notes:

2/28 - Preliminary Non-Renewal list of faculty due to DHR, contingent with release of letters to incumbents.
 February is the month for faculty to donate to the Catastrophic Sick Leave Pool.

March 2007

- 3/6 - Board Meeting
- 3/12 - Timesheets due in HR
- 3/14 - Extra Service Contracts due in EFC HR
- 3/16 - Spring Break Holiday
- 3/21 - FT Employees must be set up and have worked
- ★3/28 - Board material due in EFC HR (May Board)
- 3/28 - Faculty Contractual Recommendations due in EFC HR
- 3/30 - Payday

March 2007

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	★28	29	30	31

Special Notes:

3/28 - Deadline for completion of end of the year review for full-time faculty (formal evaluation only)

April 2007

- 4/3 - Board Meeting
- 4/6 - Good Friday Holiday
- 4/9 - Timesheets due in HR
- 4/11 - Extra Service contracts due in EFC HR
- 4/18 - FT Employees must be set up and have worked
- 4/27 - Payroll documents for Early Faculty Payday due in HR
- 4/30 - Payday

April 2007

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

4/1 - Daylight Savings Begins

Special Notes:

Instructional Divisions and CE: Begin to build the list for part-time instructors for Fall 2007, credit and non-credit, for July Board approval. (Due 6/4)

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May 2007

5/1 - Board Meeting
5/3 - Board material due in EFC HR (June Board)
5/7 - Timesheets due in HR
5/10 - Early Faculty Payday / Graduation
5/14 - Extra Service Contracts due in EFC HR
5/21 - FT Employees must be set up and have worked
5/28 - Memorial Day Holiday

May 2007

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

5/31 - Payday

Special Notes:

5/25 - Preliminary non-renewal list of administrators due in EFC, HR, contingent with release of letters to incumbents.

June 2007

6/4 - Summer I - Classes Begin
6/5 - Board Meeting
6/6 - Board material due in EFC HR (July Board)
6/11 - Timesheets due in HR
6/14 - Extra Service contracts due in EFC HR
6/20 - FT Employees must be set up and have worked
6/27 - PSS & ADMIN evaluations completed and due in EFC HR

June 2007

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

6/29 - Payday

Special Notes:

6/4 Instructional Divisions and C.E.: Part-time instructor lists, for Fall 2007, credit and non-credit, due to EFC, HR for inclusion in July board

July 2007

7/3 - Board material due in EFC HR (August Board)
7/3 - Summer I - Classes End
7/4 - Independence Day Holiday
7/9 - Timesheets due in HR
7/9 - Summer II - Classes Begin
7/10 - Board Meeting
7/12 - Extra Service contracts due in EFC HR
7/18 - FT Employees must be set up and have worked

July 2007

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

7/31 - Payday

Special Notes:

August 2007

8/7 - Board Meeting
8/9 - Summer II - Classes End
8/13 - Timesheets due in HR
8/16 - Extra Service contracts due in EFC HR
Reporting Week FA '07 - 8/20- 8/24
★8/22 - FT Employees must be set up and have worked

August 2007

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

8/31 - Payday

Special Notes:

8/31 - Transcripts for full-time faculty reclassification due to EFC, HR