

**LETTER OF INTENT
UTAH SCHOOLS FOR THE DEAF AND THE BLIND
RE-EMPLOYMENT QUESTIONNAIRE
FOR USDB INSTRUCTORS**

Complete and return this form to the USDB Human Resource Office by **Tuesday, March 15, 2011**. If you do not return this form by this date, it will mean you are not interested in employment for the coming school year (Negotiated Agreement, Article V, Section 5-9-2). If you indicate you will accept a teaching assignment for the coming year then change your mind, you must give USDB proper notice or you may incur a financial penalty (Negotiated Agreement, Article V, Section 5-9-1).

Provisional or probationary educators may not accept this as a guarantee of employment; see the reverse of this form.

Last Name	First Name	Middle Name	Social Security# or Employee ID#	Today's Date
Program			Present Assignment/Director	

EVERYONE MUST COMPLETE THIS SECTION

- I DO WANT TO CONTINUE MY EMPLOYMENT FOR THE 2011–2012 SCHOOL YEAR.
- I DO NOT WANT TO CONTINUE MY EMPLOYMENT FOR THE 2011–2012 SCHOOL YEAR.

Please indicate the statement(s) that apply to you.

- I do not want to change my assignment.
- I want to change positions. Please describe: _____
- I want to be transferred from: _____
To: _____

**COMPLETE THIS SECTION ONLY IF
YOU ARE ELIGIBLE TO CHANGE LANES DURING THE COMING YEAR**

For budgeting purposes, you must indicate if you will qualify for a lane change during the coming year on **this form**. If you do not, you will not be allowed to change lanes. It is your responsibility to furnish verifiable documentation to the USDB Human Resource office before lane changes can be effective.

I will qualify for the following new salary lane during the school year 2011–2012 :

BS: _____ Bachelors A: _____ Bachelors B: _____ Masters: _____ Masters A: _____ Masters B: _____

The approximate date on which I will qualify for this lane change is: _____

Educator's Signature Date

Send the completed form to:
USDB Human Resource Office
742 Harrison Blvd.
Ogden UT 84404

UTAH SCHOOLS FOR THE DEAF AND THE BLIND INFORMATION FOR PROVISIONAL/PROBATIONARY INSTRUCTORS

According to the Educator's Negotiated Agreement for the 2011-2012 school year, Article VIII, those educators lacking the appropriate endorsement, may be asked to reapply annually to continue employment, even after filling out the reverse of this form. (See Section 8-2-2-2. inserted below.)

An educator hired after July 1, 2007, who holds a Level 1, 2 or 3 or Competency-based license with an endorsement other than hearing or visual impairment will be placed on the salary schedule appropriate to his/her academic credentials and years of experience as defined in 8-3.

An educator will not be eligible for career educator status until completion of three (3) successful years of teaching at USDB and submission of evidence of the appropriate endorsement.

Such an educator may be employed without "reasonable expectation of continued employment." An educator who is on-schedule to complete appropriate endorsements, and who has satisfactory performance evaluations shall be given preference for continued employment, except in the case where a fully licensed/endorsed educator may be hired.

An educator lacking endorsement in the area required by his/her position may be required to reapply annually to continue employment. The Administration will continuously recruit for these positions.

Please indicate where in the process of becoming endorsed you are and what you still need to accomplish:

Further, according to Article VIII of the Educator's Negotiated Agreement, an educator on a Letter of Authorization (LOA) or an Alternative Routes to Licensing (ARL) Candidate who has been employed by USDB for three years but has failed to become licensed/endorsed will be terminated, even after filling out the reverse of this form. (See Section 8-2-2-3. inserted below.)

If, after extensive recruitment, an educator position cannot be filled by an educator holding a level 1, 2, 3 or Competency –Based License, the most qualified candidate will be hired and will be placed on the "Under Certified" lane of the appropriate salary schedule. (Refer to Section 5-2-9)

Such an educator will be required to complete an educator licensing program within three (3) years. At the completion of requirements for a Level 1, 2, or 3 license he/she will be placed on the appropriate salary schedule commensurate to his/her education and experience.

While under a LOA or ARL an educator will be employed without "reasonable expectation of continued employment." However, such an educator who is on-schedule to complete licensure/endorsement(s) and who has satisfactory performance evaluations shall be given preference for continued employment, except in the case where a fully licensed/endorsed educator may be hired. An educator in this category may be required to reapply annually to continue employment.

An educator's years of experience on a LOA or an ARL will not count towards career status eligibility.

Employment with USDB will be terminated unless licensure/endorsement is completed within three (3) years of hire date. The Administration will continuously recruit for these positions.

Please indicate where in the process of becoming licensed you are and what you still need to accomplish:
