

HOW TO SIGN YOUR 2022-2023 CONTRACT OR NOTICE OF APPOINTMENT

1. Navigate to the TalentEd website www.richmondcity.tedk12.com and select TalentEd Records.




2. **NEW USERS** (Current users skip to #4)

Username = Your 6 digit employee ID number

Initial Password = changeme!

A screenshot of the Unified Talent login page for Richmond City Public Schools. The page features a login form with fields for Username and Password, a 'Sign in' button, and links for 'Remember username on this computer', 'Logging in for the first time?', and 'Forgot your password?'. To the right of the form are logos for 'Discover', 'Recruit & Hire', 'Perform', and 'Records'. The login form is circled in black.

3. You will be asked to change your password.



Unified Talent

Richmond City Public Schools

changeme!

Change Password

Change password

Fill out the form to change your password to one you like.

New Password Requirements





- ✗ Eight characters minimum
- ✗ At least one special character
- ✗ Not a common internet password
- ✗ Confirmed password

4. CURRENT USERS

If your landing page is Perform or Recruit and Hire, click on the box at the top right corner.

Unified Talent

Perform



Staff

All Staff Not Evaluated Evaluation Action Plan Evaluation Dashboard

Search

Enter any part of the name, employee id, building, or process name to search.

☐ Show Direct Reports of My Direct Reports





Collapse Filters

Reset Filters

5. Select Employee Records.

Unified Talent

Perform



Staff

All Staff Not Evaluated Evaluation Action Plan Evaluation Dashboard

Search

Enter any part of the name, employee id, building, or process name to search.

☐ Show Direct Reports of My Direct Reports

Collapse Filters

Reset Filters

PowerSchool Applications

Per

Perform

ATS

Applicant Tracking

Rec

Employee Records

6. The landing page for RECORDS is “**MY TASKS**”

7. From the “**ALL TASKS**” list, choose “**SIGN/APPV/REV**” to open the CONTRACT OR NOTICE OF APPOINTMENT document.

My Tasks

Needs Attention Completed

All

Task	Related Staff	Checklist	Due Date	Delete	Actions
2021-2022 Continuing Contract with Professional Pe	Alyson Davis				Sign/Appv/Rev

1 - 1 of 1 Results

8. **REVIEW** the document for correct spelling of name, job title, salary and type of contract.

WHEREAS, state law provides for continuing contracts between local school boards and certain members of the instructional staff who qualify for such contracts under the law and/or regulations of the Board of Education; and

WHEREAS, the School Board agrees to employ and Employee agrees to accept such employment in the position of

TEACHER 200 DAYS

subject to the authority of the School Board, under the supervision and direction of the division superintendent of schools ("division superintendent").

NOW THEREFORE, for and in consideration of the mutual agreements, covenants, terms and conditions hereinafter set forth, the parties agree as follows:

1. Employee shall perform such duties during the period of this contract as are deemed necessary by the School Board and division superintendent for the efficient and successful operation of the school system.
2. Employee shall comply with all federal and state laws, Board of Education regulations, and all policies, rules and regulations of the School Board and the division superintendent now or hereafter in effect, and shall make promptly and accurately all reports required by the division superintendent.
3. Employee hereby agrees to abide by the provisions of the Constitution of Virginia and the Constitution of the United States.
4. The division superintendent shall have authority to assign Employee to his or her respective position in the school wherein they have been placed by the School Board and may reassign any teacher, assistant principal or principal to any school within the

Close Print Print as PDF Submit Decline Unlock

9. If not returning for the 2022-2023 school year, skip to step 13.

10. Choose “**PRINT as PDF**” to print a copy for your files.
11. Type your name in the **SIGNATURE** field and **CHECK** the box “I have read and accept...”
12. Select “**SUBMIT**” to complete the contract task. **If you DO NOT select “SUBMIT”, your contract WILL NOT be completed and signed.**

Please Click to View/Hide the Workflow

Sign

Current User: Alyson Davis

Date: 5/18/2021

Signature (required)

☐ I have read and accept the Electronic Signature Statement (required)

Close Print Print as PDF **Submit** Decline Unlock

13. Select “**DECLINE**” if your intent is to end employment with Richmond Public Schools at the end of this school year via resignation or retirement. If resigning, please submit a letter of resignation to the Talent Office (talentoffice@rvaschools.net) as soon as possible, but no later than June 15, 2022 with a copy to your Principal/Director. If retiring, please email Letitia Lampley (llampley2@rvaschools.net) in Talent Office Benefits for retirement information.

Close Print Print as PDF Submit **Decline** Unlock

14. Type your name in the **SIGNATURE** field and **CHECK** the box “I have read and accept...”
15. Type your reason for separation in the **COMMENTS** field.
16. Select “**DECLINE**” to submit.

DECLINE CONTRACT



Declining a contract indicates you do not agree to the terms. Sign and provide comment why the contract is being declined.

Current User

Alyson Davis

Date

5/18/2021

Signature

☐ I have read and accept the [Electronic Signature Statement](#) required

Comments

Cancel

Decline