

## TRANSFER AND STAFFING TIMELINES

*(Please refer to the Collective Agreement for full details)*

<b>DATE DUE</b>	<b>PROCESS</b>	<b>COLLECTIVE AGREEMENT ARTICLE REFERENCE</b>	<b>SEND REQUEST TO</b>
By September 15	Establish In-School Staffing Committee	L22.18	School Steward
By 3 <sup>rd</sup> Wednesday in September	EDSC meets with the Board to review school allocations and discuss additional allocations/reorganizations.	L22.09 i)	
By October 1	In-School Staffing Committee needs to have met to review allocations, timetables and supervision	L22.18-L22.19	Principal/Steward
By February 17	Members Submit Teacher Preference Form	LOU #10	Principal
January 31	Deadline to end Reciprocal Transfers or to make Reciprocal Transfers permanent	L25.08 - L25.10	Superintendent of Human Resources
March 15	Deferred Salary Leave Plan Request	L15.03 (a)	Superintendent of Human Resources
March 15	Full-time Teachers request part-time leave (in increments of 0.2 teaching time). Request for extension of part-time leave.	L28.02	Principal / elemcontractstaffing@tvdsb.ca
March 15	Request for one year full or part-time Leave of Absence.	L14.16 L28.02	Superintendent of Human Resources
March 15	Teachers on leave request extension of leave.	L14.16 (c) and L28.02	elemcontractstaffing@tvdsb.ca
April 15	Principal shall provide in writing, notification of assignment (subject area and grades & prep subject areas and division) for the following year.	L22.20	Principal
April 17	1.0 FTE Teachers deadline to request Voluntary Surplus	L23.04	Principal
Prior to April 30	Teachers notified if voluntary surplus has been accepted.	L23.05	
April 30	Cross Panel (Reciprocal) Transfer List Request	L25.13 - L25.15	Superintendent of Human Resources
April 30	Names Submitted for Reciprocal Transfer	L26.01 – 26.03	Superintendent of Human Resources

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By May 1	Board will provide the Local with Administrator Assignments for the following September.	L39.01	
May 1 ( <i>approximate</i> )	First Vacancy List - <i>Posted</i>	L25.34 - L25.42	
May 15 ( <i>approximate</i> )	Second Vacancy List - <i>Posted</i>	L25.43 - L25.44	
By May 15	Reciprocal and Cross Panel Reciprocal Transfer Lists - <i>Posted</i>	L25.03, L25.15	
Following Round 2	Placement of Teachers remaining surplus Teachers.	L25.45	
May 31 ( <i>approximate</i> )	Third Vacancy List – <i>Posted</i> (Part-time Teachers interested in increasing FTE)	L25.46 - L25.47	
Following Round 3	Placement of part-time Teachers who accessed and completed the Unplaced Eligible Part-time Preference of Placement Form.	L25.48	elemcontractstaffing@tvdsb.ca
Until August 31	Mathematical Surplus Teachers may return to original school.	L24.07	

***Please Note:***

- Teachers who are being administratively transferred will normally be placed prior to the transfer process. (Article L25.31)
- Part-time Teachers seeking an increase in time apply for vacancies in Round 3.
- Teachers may be denied a surplus placement into a school where they were unsuccessful during Round 1 or 2.

- All staffing forms are available from the Principal or the Employee Portal.
- Teachers should read the relevant Articles in the Collective Agreement carefully and call the local office if clarification is required.
- A Teacher may retire with 6 weeks' notice. Retirement letters are submitted to the Human Resources Superintendent.
- Sample retirement letter on ETFO Thames Valley Teacher Local's website ([www.etfothamesvalley.com](http://www.etfothamesvalley.com))

❖ Members with staffing questions are encouraged to contact the Local office.