

## GENERAL INFORMATION

Workplace Stewards will receive copies of information sent to Principals from the Board regarding the staffing process, forms, and Rounds 1, 2 and 3 postings.

The latest Elementary Seniority List was generated January 2020 and is now available on the Board's Website ([www.tvdsb.ca](http://www.tvdsb.ca)). Use the My TVDSB Employee Portal.

- 1) Login
- 2) Click on "View my Seniority List"
- 3) Takes you to the Elementary Teachers' Seniority Lists menu
- 4) The list is available in 3 formats: Alphabetical, by Rank and by Location. Teachers will need their seniority number from this list for transfer purposes.

Please refer to the ETFO Thames Valley Teacher Local's Transfer and Staffing Timelines chart.

## ACCEPTING A POSITION (Article L26.53)

A Teacher who accepts a placement in the transfer process shall not apply for any other position during the staffing process **except** if the Teacher is applying for an increase in time or obtained their position through reorganization.

If Teachers have individual questions regarding their particular situation and the staffing process, please call the ETFO Thames Valley Teacher Local.

## TWO YEAR COMMITMENT FOR NEWLY HIRED TEACHERS (Article L17.14)

Newly hired Teachers will remain **at the school they were first hired** for at least two years **unless** they are surplus, increasing time, accepting a promotion or if there is mutual agreement with the Principal to waive this commitment. If a Teacher is declared surplus from their first school and placed at another school, this two year commitment no longer exists.

## SURPLUS: MATHEMATICAL AND VOLUNTARY (Article L24)

### MATHEMATICAL SURPLUS

Allocation of Teachers to schools will be done late March or early April by the District Staffing Committee. Principals will receive their allocation and determine if they need to declare any Teachers surplus according to Article L24.

**Who is mathematically declared surplus?** The school's least senior Teacher from the Board's Elementary Seniority List will be declared mathematically surplus (Article L24.03) providing the program needs of the school can be met. That means having a qualified Teacher for French and Special Education. A Teacher can be mathematically declared surplus for part of their job because the Principal only needs to declare part of an FTE surplus or if a Teacher teaches a program requiring specific qualifications (French or Special Education) for only part of the day.

## SURPLUS: MATHEMATICAL AND VOLUNTARY

(Article L24) **continued...**

### MATHEMATICAL SURPLUS (Article L24) **continued...**

If a Teacher is declared mathematically surplus, the Principal needs to meet with them, provide an explanation of the decision and a letter stating that they are surplus to the needs of the school.

**Do not panic!** The Teacher has a job but the location has not yet been determined.

Now what happens? The possibilities are listed below:

- 1) Article L26.54 gives mathematically surplus Teachers the right to recall until August 31 if a job becomes available at the school where they were declared mathematically surplus and they are qualified for the position.
- 2) Mathematically declared surplus Teachers may apply to postings in Rounds 1 and 2 based on their FTE, not just their surplus portion. If they don't get a position or choose not to apply to any postings in Rounds 1 and 2, between Round 2 and Round 3 they will complete a Preference of Placement Form. These surplus Teachers will receive a telephone call when placement of surplus Teachers are being done and offered positions for placement based on seniority and the placement form preferences. They will make a selection and be placed. (Article L26.49 - placement of surplus Teachers) The timelines for surplus placement are very short. The Teacher will have 15-20 minutes to make their decision.

### VOLUNTARY SURPLUS

A 1.0 FTE Teacher may voluntarily declare themselves surplus from their school (Article L24.04). This process is based on seniority and allocation to schools. Based on school allocations, 3, 5, or 7 Teachers at each site are eligible to declare themselves voluntarily surplus (Article L24.04). Teachers who voluntarily declare themselves surplus from their school will be leaving their school and they waive their right to recall (Articles L24.07 and L26.54).

Teachers must notify their Principal of their intent to voluntarily declare themselves surplus, on or before April 17, by submitting the Voluntary Surplus Declaration Form, available in the Employee Portal. Principals will provide written confirmation of their status, whether or not they qualify for Voluntary Surplus, prior to April 30.

### So, you are eligible for Voluntary Surplus, now what?

- 1) Surplus Teachers may apply to postings in Rounds 1 and 2.
- 2) If they don't get a position or choose not to apply to any postings in Rounds 1 and 2, between Rounds 2 and 3, surplus Teacher shall be asked to fill out a Preference of Placement Form, based on geographical areas, grade or subject.
- 3) These surplus Teachers will receive a telephone call when placement of surplus Teachers is being done and offered positions for placement based on seniority and the placement form preferences. They will make a selection and be placed. The timelines for surplus placement are very short. The Teacher will have 15-20 minutes to make their decision.

## PART-TIME TEACHER TRANSFERS

Part-time Teachers may choose one of the following options:

- 1) If the Teacher chooses to remain at the same FTE, they apply to Rounds 1 and 2 postings based on their FTE. (Article L26.39)
- 2) If the Teacher wishes to **increase their FTE**, they apply to Round 3 postings. Only part-time Teachers may apply to Round 3 postings. (Article L26.50)

If the Teacher does not get an increase in time during Round 3:

- the Teacher will need to complete an Elementary Unplaced Eligible Part-Time Teachers Preference of Placement Form;
- if positions are available the Teacher will receive a telephone call when placement of increase in time is being done and be offered positions for placement based on seniority and the grade and geographic preferences requested;
- the Teacher may make a selection and be placed.

## TRANSFER PROCESS (Rounds 1, 2 and 3)

- 1) Wait for your notification of assignment by April 15 (Article L23.19) April 15 based on 2019 calendar.
- 2) Apply to postings **based on current FTE** (unless increasing time in Round 3). Check to make sure you have the stated qualifications for the position. **Deadline for application to positions is two days after the posting comes out.** Part-time may transfer in Rounds 1 or 2 and also increase during Round 3. (Article L26.40)

When applying for positions, please note whether there is a check mark in the "Position available for 1 year only" column or not. A Teacher accepting a "one year tagged" position will revert back to the school from which they transferred. Surplus Teachers accepting a "tagged" position would revert to their surplus status at the end of that year. (Article L26.55)

A Teacher on a tagged position **may** be absorbed into the school prior to Round 1 **only** if there is mutual consent of the Teacher and the Principal **and** a vacancy of greater than 1 school year would otherwise exist. (Article L26.56)

- 3) Within one (1) day of the closing date for the posted vacancy, the Principal shall contact the three (3) most senior qualified applicants and the three (3) most senior qualified applicants who have surplus status to offer each of them an interview.
- 4) Teachers may only accept three interviews per Round. (Article L26.42)
- 5) If the Teacher is granted an interview, they fill out a Transfer Application Form and fax it to the school where the position is available. (Article L26.42)

- 6) Article L26.43

- (a) The Principal or Supervisor shall interview those who have accepted the offer of an interview
  - (i) Should there be five (5) or six (6) applicants interviewed, the Principal or Supervisor shall make an offer of position to one of the interviewed applicants. If the applicant declines, the Principal or Supervisor shall make a second offer to the remaining interviewed applicants.
  - (ii) Should there be three (3) or four (4) applicants interviewed, the Principal or Supervisor shall make an offer of position to one (1) of the interviewed applicants.
  - (iii) Should there be fewer than three (3) applicants interviewed, the Principal or Supervisor may make a selection from those interviewed.
- (b) Should the offer(s) be declined, the Principal or Supervisor may continue to offer the position to the other interviewed applicants.

- 7) Following the interview, the Principal must let all those interviewed know of the selection made, if any, within one day of the completion of the interview process. (Article L26.44)

- 8) Teachers who are offered positions must let the Principal know of their decision to accept or decline the offered position within 24 hours of the offer. (Article L26.45) Teachers are encouraged to respond as quickly as possible.

- 9) Teachers notify current Principal of acceptance of new position.

## APPLY TO EDUCATION NETWORK

These postings are only for new hires. Teachers currently employed by the Board follow one of the processes listed above.

### Reminders

#### 1. Notification and Confirmation of Assignments

- Article L23.19**
- (a) All assignments will be determined by the Principal.
  - (b) A Principal shall provide in writing, by April 15, notification and confirmation of assignment (i.e. subject area and grades) for the following school year to each Teacher (April 15 during 2020 calendar).
  - (c) If the assignment involves providing preparation time for other Teachers, written clarification of the teaching assignment will be provided wherever possible no later than the last working day in June.

#### 2. In-School Staffing Committee reviews staffing numbers.

Review Article L23.17 for other In-School Staffing Committee responsibilities.

#### 3. Date for Retirement / Resignation Letters for June 30 through August 31 is April 15 - Article L5.09

Please remember to submit names of retiring members to the ETFO Thames Valley Teacher Local.