

GENERAL INFORMATION

Change in Practice: All members will receive the Staffing Rounds 1, 2 & 3 directly to their work provided email. Round 1 is scheduled to come out May 1.

The latest Elementary Teacher Seniority List is located in the TVDSB's 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 L26.52)

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 two years **unless** they are surplus, increasing time, involved in a board reorganization, 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. The only protected position is French and only if no other member of the school staff is FSL qualified, regardless of their current assignment.

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) for only part of the day.

Declarations of mathematical surplus will be provided in writing by the Principal (L24.03).

Declared Surplus? Do not panic! Teachers declared surplus still have a job with TVDSB but the location has not yet been determined.

Now what happens? The possibilities are listed below:

- 1) Article L26.53 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 current FTE. If they have not obtained a position by the completion of Round 2, then between Round 2 and Round 3 they will complete a Preference of Placement Form and will be placed accordingly.

SURPLUS: MATHEMATICAL AND VOLUNTARY (Article L24)

MATHEMATICAL SURPLUS – *continued...*

The surplus placement process is overseen by the local staffing officer. During surplus placement teachers will receive a telephone call and will be offered positions for placement based on their seniority, qualifications, availability of positions and placement form preferences. They will make a selection from the assignments presented. (Article L26.48 - placement of surplus Teachers) The timelines for surplus placement are short. If requested, the Teacher will have a few minutes to make their decision if they request.

VOLUNTARY SURPLUS

A 1.0 FTE Teacher may voluntarily declare themselves surplus from their school (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 L24.04c).

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 Voluntary Surplus, now what?

The process is the same as mathematical surplus teachers, but without the right to recall.

- 1) Voluntary surplus Teachers may apply to postings in Rounds 1 and 2.
- 2) If after Round 2, no position is sought or obtained, surplus Teachers will be provided a Preference of Placement Form requesting geographical preferences, qualifications, and grade / subject areas desired. This form is provided by Human Resources.

VOLUNTARY SURPLUS

So, you are eligible for Voluntary Surplus, now what? – continued...

- 3) Surplus placements are based on seniority, preferences, qualifications, and positions available. Surplus Teachers will receive a call, in seniority order, and presented with placement options. Surplus Teachers will make a selection from the positions offered. The Teacher will be provided a few minutes to make their decision if requested.

PART-TIME TEACHER TRANSFERS

Part-time Teachers have options to remain at their current FTE or apply for an increase in FTE.

- 1) If the Teacher chooses to remain at the same FTE, they may apply to Rounds 1 and 2 postings based on their current 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 L26.49)

If the Teacher does not get an increase in time during Round 3 but would like to increase in FTE they may complete an ***Elementary Unplaced Eligible Part-Time Teachers Preference of Placement Form***. The form is available under electronic forms.

- If positions are available, the Teacher will receive a telephone call from a joint staffing committee and will be offered positions for placement based on seniority and the grade and geographic preferences requested;
- The Teacher accept one of the positions offered or may decline the offer and remain in their current position

TRANSFER PROCESS (Rounds 1, 2, and 3)

- 1) Wait for your notification of assignment by April 15 (L23.20 – April 14 in 2023).
- 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. The only required qualifications in the staffing rounds are divisional and second languages (Oneida or French). ALL other listed qualifications are suggestions, but not required to apply.
- 3) **Deadline for applying 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 L26.38*).
- 4) 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.
- 5) Teachers may only accept three interviews per Round. (*Article L26.41*)
- 6) If the Teacher is granted an interview, they will submit a written Transfer Application to each Principal from whom an offered interview has been accepted within one (1) day of accepting the interview. (*Article L26.41*)
- 6) *Article L26.42*
 - (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.
 - (ii) If the applicant declines, the Principal or Supervisor shall make a second offer to the remaining interviewed applicants.
 - (iii) 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.
 - (iv) 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 L26.43*)
- 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 L26.44* Teachers are encouraged to respond as quickly as possible.
- 9) Teachers notify current Principal of acceptance of new position (*Article L26.44*).

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 L23.20 (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.

(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 L23.19* 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.