

DRAFT Secondary School Staffing Timelines
Important Dates for 2016- 2017

As of December 1, 2016

Timeline		ARTICLE
	□	
By Sept. 15	District 11 to provide names of committee members representatives to principals <input type="checkbox"/> An In-School Staffing Committee shall be established in each school for the school year.	L28.01
Sept. 28	<input type="checkbox"/> Principals submit teacher timetables and school supervision schedules to HR by 4:00 p.m. Sept. 28. HR to compile and provide teacher timetables and supervision schedules to the Secondary Staffing Committee by Sept. 30.	L27.02 (j)
Oct. 3	<input type="checkbox"/> Class Size Reports by Teacher will be run by HR for each school as of the 20 th school day and will be forwarded for review to the Secondary Staffing Committee.	L19.22
By Oct. 31	<input type="checkbox"/> Class Size Reports by Teacher will be run by HR for each school will be forwarded for review to the Secondary Staffing Committee.	L19.22
Nov. 30	<input type="checkbox"/> Resignation and/or retirement letters must be submitted to HR. <input type="checkbox"/> Resignation of Positions of Added Responsibility effective January 31	L7.01, L702 L7.03
Dec. - Jan.	<input type="checkbox"/> Post and apply process for semester 2 vacancies.	L34.01
Dec. 2 (by 4pm)	<input type="checkbox"/> Principals submit 2 nd semester allocation requests	
Dec. 6 – 8	<input type="checkbox"/> Principals to review allocations and determine if they wish to increase any part-time staff	
Dec. 8 (by 4pm)	<input type="checkbox"/> Principals to submit to HR posting information for any contract lines	
By Dec. 9	<input type="checkbox"/> Letters of intent from Learning Coordinators due to Superintendent of Student Achievement with copies to Supervisor.	
Dec. 12 – 16	<input type="checkbox"/> Posting of LTO-to-Perm lines in accordance with Regulation 274	
Dec. 19 -22	<input type="checkbox"/> Interviews for LTO-to-Perm (Contract lines)	
Dec. 23 (by 4pm)	<input type="checkbox"/> Principals to submit to HR posting information for any LTO lines	
By Dec. 31	<input type="checkbox"/> Surplus teachers who have been placed by the Board may exercise their right to return to a semester 2 vacancy in the school from which they were surplus.	L30.08
During Jan.	<input type="checkbox"/> Teachers in first year of Reciprocal or Cross-Panel Reciprocal Transfer to notify HR of desire to have the transfer made permanent extended to second year or return to home schools. <input type="checkbox"/> Teachers in second year of Reciprocal or Cross-Panel Reciprocal Transfer to notify HR of intent to have the transfer made permanent or return to home schools.	L29.10- L29.14 L29.27- L29.30
Jan. 5 – 11	<input type="checkbox"/> Posting of LTO lines in accordance with Regulation 274	
Jan. 12 – 17	<input type="checkbox"/> Interview for LTO lines	
Feb. 1 – 13	<input type="checkbox"/> Posting of eLearning positions. - (Committee meeting in Fall 2016 to discuss dates and process)	
By Feb. 15	<input type="checkbox"/> Reciprocal Transfer applications (to be included on the list) must be submitted to HR. <input type="checkbox"/> Cross-Panel Reciprocal Transfer applications (to be included on the list) must be submitted to HR.	L29.01 L29.17
Feb. 23	<input type="checkbox"/> Principals submit teacher timetables and school supervision schedules to HR no later than 4pm, Feb. 23. HR to compile and provide teacher timetables and supervision schedules to the Secondary Staffing Committee by Feb. 28.	L27.02(j)
Feb 21 - 27	<input type="checkbox"/> Posting of Learning Coordinator positions.	

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By Mar. 1	<input type="checkbox"/> Reciprocal Transfer & Cross-Panel Reciprocal Transfer Request lists posted in all work sites. <input type="checkbox"/>	<i>L29.03, L29.19</i>
Mar. 6	<input type="checkbox"/> Class Size Reports by Teacher will be run by HR for each school as of the 20th school day and will be forwarded for review to the Secondary Staffing Committee.	<i>L19.22</i>
By Mar. 15 (Note: March Break begins Mar. 13)	<input type="checkbox"/> Request for 1 year leave of absence must be submitted to HR. <input type="checkbox"/> Request for extension of 1 year leave of absence must be submitted to HR. <input type="checkbox"/> Part-Time leave requests & extensions must be submitted to HR. <input type="checkbox"/> Teachers interested in participating in Deferred Salary Leave Plan to apply to Board.	<i>L16.16 L16.16 (c) L34.02 L17.04 (a)</i>
Mar. 6th 9:00 a.m.	<input type="checkbox"/> Secondary School Principals submit actual registration in student information system for September 2017 on March 6 th and FTE projections for October 31, 2017.	
By Mar. 31	<input type="checkbox"/> Class Size Reports by Teacher will be run by HR for each school will be forwarded for review to the Secondary Staffing Committee.	<i>L19.22</i>
April 7	<input type="checkbox"/> Joint In-School Staffing In-Service (half-day session – a.m.)	

By April 4	Interviews for Learning Coordinator and TOSA positions to be completed.	
April 7	<input type="checkbox"/> Schools will receive their allocations from HR.	<i>L27.02</i>
April 10 9am	<input type="checkbox"/> Principals submit Headship/Assistant/Acting Headship vacancies to HR for Round 1 posting of Headship/Assistant/Acting Headship vacancies.	
April 11	<input type="checkbox"/> Placement of Headships affected by LC & TOSA's returning to schools.	
Apr. 12 – 18 Closes at Noon on the 18th	<input type="checkbox"/> Round 1 posting of Headship/Assistant/Acting Headship Vacancies.	<i>L25.20</i>
By Apr. 15	<input type="checkbox"/> Temporary withdrawal from Headship position. <input type="checkbox"/> Request extension of temporary withdrawal from Headship position for one additional year. <input type="checkbox"/> Resignation and/or retirement letters must be submitted to HR. <input type="checkbox"/> Resignation of Positions of Added Responsibility effective September 1 must be submitted to the Board. <input type="checkbox"/> Resignation from a Learning Coordinator position effective September 1 must be submitted to the Board. <input type="checkbox"/> Board to inform applicants to Deferred Salary Leave Plan of their acceptance into Plan. <input type="checkbox"/>	<i>L25.29 L25.31 L7.01, L7.02 L7.03 (a) LT.04 L17.04 (b)</i>
Apr. 19 & 20	<input type="checkbox"/> Interviews for Round 1 posting of Headship/Assistant/Acting Headship vacancies. <input type="checkbox"/> Results must be submitted to HR as soon as interviews are complete, <u>no later than 9:00 a.m., Apr. 21.</u>	
By Apr. 21	<input type="checkbox"/> In-School Staffing Committee to review any potential surplus teacher declarations and provide input to Principal before Principal declares any teacher surplus to the school. <input type="checkbox"/> In-School Staffing Committee to provide input to Principal on school program needs before Principal declares vacant positions in school.	<i>L28.03(a) L28.03(b)</i>
Apr. 21 By Noon	<input type="checkbox"/> Principals submit Headship/Assistant/Acting Headship vacancies to HR for Round 2 posting of Headship/Assistant/Acting Headship vacancies.	
Apr. 24	<input type="checkbox"/> Placement of any remaining LC & TOSA's returning to schools.	
Apr. 25 – 27 Closes at Noon on the 27th	<input type="checkbox"/> Round 2 posting of Headship/Assistant/Acting Headship vacancies. <input type="checkbox"/> All Headship/Assistant Headship vacancies for September 1, 2017 must be posted.	<i>L25.20</i>

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Apr. 28 –May 1	<ul style="list-style-type: none"> □ Interviews for Round 2 posting of Headship/Assistant/Acting Headship vacancies. □ Results must be submitted to HR as soon as interviews are complete, <u>no later than 9:00 a.m., May. 2</u> 	
May 2 By Noon	<ul style="list-style-type: none"> □ Principals to submit contract and LTO VACANCIES and SURPLUS lists to HR. 	L27.02(f)
May 2 By Noon	<ul style="list-style-type: none"> □ Principals to submit updated surplus list and contract vacancies for Round 1 posting of Teacher Initiated Transfers to HR <u>no later noon., May 2</u> 	
By May 3	<ul style="list-style-type: none"> □ Surplus letters from principals to surplus teachers. 	
May 4	<ul style="list-style-type: none"> □ OSSTF and HR Medical & Admin. Transfer Sub-Committee meeting 10:30 – 1:00, Middlesex Room, Ed Centre. 	
May 5	<ul style="list-style-type: none"> □ Deadline for teachers wishing to appeal surplus status. 	
May 5 – 8 *Opens at 9:00 *Closes at 4:00 pm	<ul style="list-style-type: none"> □ Round 1 posting of Vacancies for Teacher Initiated Transfers. (Contract Lines) □ Surplus teachers may also apply to these postings only to their FTE entitlement. 	L29.36
May 9 – 10	<ul style="list-style-type: none"> □ Interviews for Round 1 Posting of Vacancies for Teacher Initiated Transfers. Results must be submitted to HR <u>no later than 4:00 p.m., May 10.</u> 	
May 11 (Prior to Round 2 Transfers) By Noon	<ul style="list-style-type: none"> □ Prior to Round 2 posting of transfers, Principals can look to consolidate Teachers who are shared at two or more locations into their building as long as they have vacancies and have not declared any other teachers surplus. This declaration must be by signed by mutual consent between School Principals and the Teacher being consolidated up to their current FTE entitlement. This counts as a Transfer for Part-time Teachers, and Part-Time Teachers cannot increase entitlement via this declaration process. Form must be submitted to Michelle Roberts May 11 at 4:00 p.m.. 	
May 11 By Noon	<ul style="list-style-type: none"> Principals to submit updated contract vacancies for Round 2 posting of Teacher Initiated Transfers to HR <u>no later noon., May 11</u> 	L30.07
May 12-15 *Opens at Noon *Closes at 4:00 p.m.	<ul style="list-style-type: none"> □ Round 2 posting of Vacancies for Teacher Initiated Transfers. (Contract Lines) □ Surplus teachers may also apply to these postings only to their FTE entitlement. If they are not able to find a position here, they will be placed prior to Round 3. 	L29.36/ L29.41
May 16-17	<ul style="list-style-type: none"> □ Interviews for Round 2 Posting of Vacancies for Teacher Initiated Transfers. Results must be submitted to HR <u>no later than 4:00 p.m., May 17.</u> 	
May 18 9:00 a.m.	<ul style="list-style-type: none"> □ Principals to submit <u>ALL known vacancies</u> (include contract, LTO and surplus) to HR. Updated □ Declaration of Surplus Staff by School to HR. Principals indicate if surplus can be accommodated at home school. □ Surplus Teacher Request for Transfer forms are due to HR 	L30.07
May 19	<ul style="list-style-type: none"> HR & OSSTF to review proposed placement of surplus teachers in the Springbank Room.; 10am 	

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By May 23 By Noon	<ul style="list-style-type: none"> □ Internal Notice for Part-Time Teachers to Increase FTE. □ Principals may choose to increase FTE for qualified part-time contract teachers <u>within their school with contract lines that become available as a result of Round 3.</u> □ Should there be more than one qualified part time teacher within the school; the Principal shall conduct internal interviews for these lines. 	
	□ Results of FTE increases submitted to HR, <u>no later than Noon, May 23</u>	
May 23rd at Noon	□ Principals to submit Contract Line Vacancies for Round 3 and Round 3 Headship vacancies to HR.	
May 24 – 26 *Opens 9:00 *Closes at 4:00	<p>< <u>Round 3 (Final Round) of Headship/Assistant/Acting Headship Vacancies</u> <</p> <p>All Headship/Assistant Headship vacancies for Sept. 1/16 must be posted.</p> <p>< After Round 3 posting, new vacancies for Headships/Assistant Headships will be acting positions</p>	
May 24 – 26 *Opens 9:00 *Closes at 4:00	<ul style="list-style-type: none"> □ <u>Round 3 Posting- PART TIME Teacher Initiated Transfers and Contract Line Vacancies for Part time Contract Teachers wishing increase their FTE entitlement either in current school or another school where there is a posting for which they are qualified.</u> □ A teacher who accepts a position in Rounds 1 or 2 is not eligible to transfer again in future rounds. (<i>but can increase</i>) □ P/T surplus teachers who were placed may participate ht <p>Rig of Recall Considerations</p> <ul style="list-style-type: none"> □ A surplus teacher, who has been placed in another school, has the right of recall to their previous school up to <u>June 10th</u>, and only to their original contract entitlement should openings occur for which they are qualified. □ Surplus Teachers who have applied for and accepted a position in another school do not have the right of recall to their previous school 	<i>L30.08</i>
May 29 – May 31	<ul style="list-style-type: none"> □ Interviews for Round 3 of Headship/Assistant/Acting Headship Vacancies □ Results for Round 3 Headship Vacancies are to be submitted to HR as soon as possible, no later than 4:00 p.m. May 31 	
	<ul style="list-style-type: none"> □ Interviews for Round 3 Posting of Vacancies of Contract Lines □ Results for Round 3 contract vacancies for Teacher Initiated Transfers are to be submitted to HR as soon as possible, <u>no later than 4:00 p.m., May 31.</u> 	
June 1	<ul style="list-style-type: none"> □ Internal Notice for Part-Time Teachers to Increase FTE. □ Principals may choose to increase FTE for qualified part-time contract teachers within their school with contract lines that become available as a result of Round 3. □ Should there be more than one qualified part time teacher within the school; the Principal shall conduct internal interviews for these lines. □ Results of FTE increases submitted to HR, June 1, <u>no later than 4:00 pm</u> 	
June 1, by 4 pm	□ Principals to submit all LTO & Contract vacancies to HR for posting.	

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After June 7	All contract vacancies as a result of resignations and retirements following Round 4 to be posted as LTOs for 2016-17 school year	
POSTINGS June 7 - 13	<p>Round 4 Posting of Contract lines for <u>Secondary LTO to Permanent List</u> Principals must interview the 5 most senior qualified teachers on the Secondary LTO to Permanent List who apply.</p> <p><input type="checkbox"/> If fewer than 5 qualified people apply from the Secondary LTO to Permanent List, the principal is required to only interview those who apply.</p> <p><input type="checkbox"/> Principals must then offer the job, in order of principal’s preference, to one of the 5 people interviewed until all 5 candidates have been offered the position. If none of the 5 most senior “eligible” candidates interviewed accept the position offered, a principal may interview a selection of qualified applicants from OTS Roster (this includes LTO list and remaining LTO to Perm applicants) who have applied for the posted position.</p> <hr/> <p>LTO lines posted for <u>Secondary LTO List</u> Teachers who are on the Secondary LTO List and the Occasional Teacher Roster are eligible to apply.</p> <p><input type="checkbox"/> Priority will be given to Secondary LTO List applicants. Candidates from the Occasional Teacher Roster will be considered only <u>after</u> the Secondary LTO List process outlined below has been exhausted</p>	<p>(Reg 274.7.3) (Reg 274.7.4) (Reg 274.7.2)</p>
June 14 -16	<p>Interviews for Round 4 Contract Lines for Secondary LTO to Permanent List</p> <p><input type="checkbox"/> Results must be submitted to HR as soon as possible, <u>no later than 4:00 p.m., June 16.</u></p>	
After June 14	<p><input type="checkbox"/> All LTOs received will be held for August posting to First Class</p>	
June 19- 23 at Noon	<p>Interviews for LTO lines for Secondary LTO List. Principals must interview the 5 most senior qualified teachers on the Secondary LTO List who apply.</p> <p><input type="checkbox"/> If fewer than 5 qualified people apply from the Secondary LTO List, the principal is required to only interview those who apply.</p> <p><input type="checkbox"/> Principals <u>must then offer the job</u>, in order of principal’s preference, to one of the 5 people interviewed until all 5 candidates have been offered the position. If none of the 5 most senior qualified candidates interviewed accept the position offered, a principal will then interview (not by seniority) a selection of qualified candidates from the Secondary LTO List who have applied for the posted position.</p> <p>If no qualified applicant is found through the above process, principals will consider qualified applicants from the Occasional Teacher Roster. Seniority does not drive the selection of candidates to be interviewed at this point in the hiring process.</p>	<p>Reg. 274. 6.2 Reg 274. 6.3</p>
June 23 4:00pm	<p><input type="checkbox"/> Results must be submitted to HR as soon as possible, <u>no later than NOON, June 23rd.</u></p>	<p>Reg 274..6a.b</p>
Aug. 14 - 18	<p><input type="checkbox"/> LTO Lines posted to First Class. Submit LTO vacancies <u>by no later than Noon, August 9</u> Teachers who are on the Secondary LTO List and the Occasional Teacher List are eligible to apply.</p> <p><input type="checkbox"/> Priority will be given to Secondary LTO List applicants. Candidates from the Occasional Teacher Roster will be considered only after the Secondary LTO List process outlined below has been exhausted.</p>	

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	<p>qualified candidates interviewed accept the position offered, a principal will then interview (not by seniority) a selection of qualified candidates from the Secondary LTO List who have applied for the posted position.</p> <p><input type="checkbox"/> If no qualified applicant is found through the above process, principals will consider qualified applicants from the Occasional Teacher Roster. Seniority does not drive the selection of candidates to be interviewed at this point in the hiring process. <input type="checkbox"/> Results to be submitted <u>no later than Noon, Aug. 25</u></p>	
	<p>** New hires (posted to apply to education if required). If no qualified person applies for a position through the previous hiring process, only then would the job be posted externally on Apply to Education.</p>	
<p>Aug. 21 - 23</p> <p>*Principal Meeting Aug. ?</p>	<p>Interviews for LTO lines. Principals must interview the 5 most senior qualified teachers on the LTO Seniority List who apply.</p> <p><input type="checkbox"/> If fewer than 5 qualified people apply from the Secondary LTO List, the principal is required to only interview those who apply.</p> <p><input type="checkbox"/> Principals <u>must then offer the job</u>, in order of principal's preference, to one of the 5 people interviewed until all 5 candidates have been offered the position. If none of the 5 most senior</p>	<p><i>Reg. 274. 6.2</i> <i>Reg 274. 6.3</i></p>

Secondary Occasional Teachers Lists

- 1) **Secondary LTO to Permanent List** – teachers “eligible for contract lines”, who in addition to being on the Secondary LTO List have also completed a 4 month LTO assignment
- 2) **Secondary LTO List** – teachers who have been on the OT List for at least 10 months and have taught at least 20 full days in one or more school
- 3) **Secondary Occasional Teacher Roster** – seniority ranking of occasional teachers by date of hire

Job Offers

When applicants accept a job offer, they are encouraged to inform, as soon as possible, the other Principals, where they have been interviewed.

