

**DRAFT Secondary School Staffing Timelines**  
**Important Dates for 2019- 2020**

As of October 16, 2019

| Timeline               |   | ARTICLE  |
|------------------------|---|--|
| <b>By Sept. 15</b>     | <ul style="list-style-type: none"> <li>&lt; District 11 to provide names of committee members representatives to principals</li> <li>&lt; An In-School Staffing Committee shall be established in each school for the school year.</li> </ul>   | <i>L28.01</i>  |
| <b>Sept. 27</b>        | < Principals submit teacher timetables and school supervision schedules to HR by 4:00 p.m. Sept. 27. HR to compile and provide teacher timetables and supervision schedules to the Secondary Staffing Committee by Sept. 30.  | <i>L27.02 (j)</i>  |
| <b>Sept. 30</b>        | < Class Size Reports by Teacher will be run by HR for each school as of the 20 <sup>th</sup> school day and will be forwarded for review to the Secondary Staffing Committee.   | <i>L19.22</i>  |
| <b>By Oct. 31</b>      | < Class Size Reports by Teacher will be run by HR for each school and will be forwarded for review to OSSTF.  | <i>L19.22</i>  |
| <b>Nov. 30</b>         | <ul style="list-style-type: none"> <li>&lt; Resignation and/or retirement letters must be submitted to HR.</li> <li>&lt; Resignation of Positions of Added Responsibility effective January 31</li> </ul>   | <i>L7.01, L702</i><br><i>L7.03</i>                                       |
| <b>Dec. 9 - 13</b>     | <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <p>Post and apply process for semester 2 vacancies.</p> </div> <div style="width: 60%;"> <ul style="list-style-type: none"> <li>&lt; If there are contract lines allocated these lines will be staffed prior to LTO postings</li> <li>&lt; Step 1: Internal top up of part time Teachers</li> <li>&lt; Step 2: Contract postings for Semester 2 allocations</li> <li>&lt; Posting of LTO Vacancies for Semester 2</li> </ul> </div> </div> |  |
| <b>Dec. 16 - 18</b>    | <ul style="list-style-type: none"> <li>&lt; Interviews for semester 2 LTO vacancies. Reg 274 will be followed.</li> <li>&lt; Results must be submitted to HR <b><u>no later than 4:00 p.m., Dec. 19.</u></b></li> </ul>   |  |
| <b>By Dec. 31</b>      | < 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.   | <i>L30.08</i>  |
| <b>During Jan.</b>     | <ul style="list-style-type: none"> <li>&lt; 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.</li> <li>&lt; 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.</li> </ul>   | <i>L29.10-</i><br><i>L29.14</i><br><i>L29.27-</i><br><i>L29.30</i>       |
| <b>By Jan. 31</b>      | ☞ Letters of intent from Learning Coordinators due to Superintendent of Student Achievement with copies to Supervisor.  |  |
| <b>Feb. 5 - 12</b>     | ☞ Posting of eLearning positions.   |  |
| <b>By Feb. 14</b>      | <ul style="list-style-type: none"> <li>&lt; Reciprocal Transfer applications (to be included on the list) must be submitted to HR.</li> <li>&lt; Cross-Panel Reciprocal Transfer applications (to be included on the list) must be submitted to HR.</li> </ul>  | <i>L29.01</i><br><i>L29.17</i>   |
| <b>Feb. 25</b>         | < Principals submit teacher timetables and school supervision schedules to HR <b><u>no later than 4pm, Feb. 25.</u></b> HR to compile and provide teacher timetables and supervision schedules to OSSTF by Feb. 28.   | <i>L27.02(j)</i>   |
| <b>Feb 20 - 28</b>     | < Posting requests for Learning Coordinator positions submitted to HR.  |  |
| <b>Feb 24 – Feb.28</b> | < Secondary School Principals submit actual registration in student information system for September 20120 by March 4 and FTE projections for October 31, 2019.   |  |
| <b>By Mar. 2</b>       | < Reciprocal Transfer & Cross-Panel Reciprocal Transfer Request lists posted in all work sites.   | <i>L29.03,</i><br><i>L29.19</i>  |
| <b>Mar. 2</b>          | < Class Size Reports by Teacher will be run by HR for each school as of the 20 <sup>th</sup> school day and will be forwarded for review to the Secondary Staffing Committee.   | <i>L19.22</i>  |
| <b>By Mar. 15</b>      | <ul style="list-style-type: none"> <li>&lt; Request for 1 year leave of absence must be submitted to HR.</li> <li>&lt; Request for extension of 1 year leave of absence must be submitted to HR.</li> <li>&lt; Part-Time leave requests &amp; extensions must be submitted to HR.</li> <li>&lt; Teachers interested in participating in Deferred Salary Leave Plan to apply to Board.</li> </ul>  | <i>L16.16</i><br><i>L16.16 (c)</i><br><i>L34.02</i><br><i>L17.04 (a)</i> |

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| By Mar. 31                                  | < Class Size Reports by Teacher will be run by HR for each school will be forwarded for review to OSSTF .  | L19.22   |
| April 9, Tentative (AM)                     | < Joint In-School Staffing In-Service (half-day session )  |  |
| By April 3                                  | < Interviews for Learning Coordinator and TOSA positions to be completed.  |  |
| April 7                                     | < Schools will receive their allocations from HR.  | L27.02   |
| April 8 noon                                | < Principals submit Headship/Assistant/Acting Headship vacancies to HR for Round 1 posting of Headship/Assistant/Acting Headship vacancies.  |  |
| April 14                                    | < Placement of Headships affected by LC & TOSA's returning to schools. <b>11:00 am</b>   |  |
| By Apr. 15                                  | < Temporary withdrawal from Headship position.<br>< Request extension of temporary withdrawal from Headship position for one additional year.<br>< Resignation and/or retirement letters must be submitted to HR.<br>< Resignation of Positions of Added Responsibility effective September 1 must be submitted to the Board.<br>< Resignation from a Learning Coordinator position effective September 1 must be submitted to the Board.<br>< Board to inform applicants to Deferred Salary Leave Plan of their acceptance into Plan. | L25.29<br>L25.31<br>L7.01, L7.02<br>L7.03 (a)<br>L7.04<br>L17.04 (b) |
| Apr. 15 - 17 Closes at 4:00 pm              | < <b>Round 1 posting of Headship/Assistant/Acting Headship Vacancies.</b>  | L25.20   |
| By Apr. 17                                  | < 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.<br>< In-School Staffing Committee to provide input to Principal on school program needs before Principal declares vacant positions in school.  | L28.03(a)<br>L28.03(b)   |
| Apr. 20 & 21                                | < Interviews for Round 1 posting of Headship/Assistant/Acting Headship vacancies.<br>< Results must be submitted to HR as soon as interviews are complete, <b><u>no later than 9:00 a.m., Apr. 21</u></b>  |  |
| Apr. 22 by 9 am                             | < Principals submit Headship/Assistant/Acting Headship vacancies to HR for Round 2 posting of Headship/Assistant/Acting Headship vacancies.  |  |
| Apr. 23                                     | < Placement of any remaining LC & TOSA's returning to schools.   |  |
| Apr. 23 – 24 Closes at 4:00 pm              | < <b>Round 2 posting of Headship/Assistant/Acting Headship</b> vacancies.<br>< All Headship/Assistant Headship vacancies for September 1, 2020 must be posted.   | L25.20   |
| Apr. 27 - 28                                | < Interviews for Round 2 posting of Headship/Assistant/Acting Headship vacancies.<br>< Results must be submitted to HR as soon as interviews are complete, <b><u>no later than 4:00 p.m., April 28</u></b>   |  |
| Apr. 30 noon                                | < Principals to submit SURPLUS lists to HR.  | L27.02(f)  |
| Apr. 30 By Noon                             | < Principals to submit updated surplus list and contract vacancies for Round 1 posting of Teacher Initiated Transfers to HR <b><u>no later than noon, April 30</u></b>   |  |
| By May 4                                    | < Surplus letters from principals to surplus teachers <b>no later than May 4</b>   | L30.04<br>L27.02(g)  |
| May 4 (afternoon)                           | < OSSTF and HR LC/TOSA placements, Medical & Admin. Transfer Sub-Committee meeting   |  |
| May 5                                       | < Principals <b>update</b> vacancies for Round 1 posting of Teacher, Teacher Initiated Transfers to HR <b><u>no later than 9:00 am on May 5</u></b>  |  |
| May 6 – 8 *Opens at 9:00 *Closes at 4:00 pm | < <b>Round 1 posting of Vacancies for Teacher Initiated Transfers.</b> (Contract Lines)<br>< <b>Surplus teachers may also apply to these postings only to their FTE entitlement.</b>   | L29.36   |

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| May 11 – 12                                       | <ul style="list-style-type: none"> <li>&lt; Interviews for Round 1 Posting of Vacancies for Teacher Initiated Transfers.</li> <li>&lt; Results must be submitted to HR <b><u>no later than 4:00 p.m., May 12.</u></b></li> </ul>  |                   |
| May 13<br>(Prior to Round 2 Transfers)<br>By Noon | <ul style="list-style-type: none"> <li>&lt; 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. <b>Form must be submitted to HR May 13 at noon</b></li> </ul>   |                   |
| May 13<br>By Noon                                 | <ul style="list-style-type: none"> <li>&lt; Principals to submit updated contract vacancies for Round 2 posting of Teacher Initiated Transfers to HR <b><u>no later noon., May 13</u></b></li> </ul>  |                   |
| May 14 - 19<br>*Opens at Noon<br>*Closes at noon  | <ul style="list-style-type: none"> <li>&lt; <b>Round 2 posting of Vacancies for Teacher Initiated Transfers. (Contract Lines)</b></li> <li>&lt; <b>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.</b></li> </ul>  | L29.36/<br>L29.41 |
| May 19-21   | <ul style="list-style-type: none"> <li>&lt; Interviews for Round 2 Posting of Vacancies for Teacher Initiated Transfers.</li> <li>&lt; Results must be submitted to HR <b><u>no later than 4:00 p.m., May 21.</u></b></li> </ul>  |                   |
| May 21  | <ul style="list-style-type: none"> <li>&lt; <b>Principals submit Headship/Assistant/Acting Headship vacancies to HR</b> for Round 3 posting of Headship/Assistant/Acting Headship vacancies.</li> </ul>   |                   |
| May 22<br>noon                                    | <ul style="list-style-type: none"> <li>&lt; Principals to submit <b><u>ALL known vacancies</u></b> (include contract, LTO and surplus) to HR.</li> <li>&lt; Updated Declaration of Surplus Staff by School to HR. Principals indicate if surplus can be accommodated at home school.</li> <li>&lt; Surplus Teacher Request for Transfer forms are due to HR</li> </ul>  | L30.07            |
| May 26  | HR & OSSTF to review proposed placement of surplus teachers   |                   |
| May 26- 27<br>*Opens 9:00<br>*Closes at 4:00      | <ul style="list-style-type: none"> <li>&lt; <b><u>Round 3 (Final Round) of Headship/Assistant/Acting Headship Vacancies</u></b></li> <li>&lt; All Headship/Assistant Headship vacancies for Sept. 1/20 must be posted.</li> <li>&lt; After Round 3 posting, new vacancies for Headships/Assistant Headships will be acting positions</li> </ul>   |                   |
| By May 27<br>By Noon                              | <ul style="list-style-type: none"> <li>&lt; <b>Internal Notice for Part-Time Teachers to Increase FTE.</b></li> <li>&lt; Principals <b>may</b> choose to increase FTE for <b>qualified part-time contract teachers <u>within their school</u> with contract lines that become available as a result of Round 2.</b></li> <li>&lt; Should there be more than one qualified part time teacher within the school; the Principal shall conduct internal interviews for these lines.</li> <li>&lt; Results of FTE increases submitted to HR, <b><u>no later than Noon, May 27</u></b></li> </ul>   |                   |
| May 27 at Noon                                    | <ul style="list-style-type: none"> <li>&lt; Principals to submit Contract Line Vacancies for Round 3</li> </ul>   |                   |
| May 28 – June 1<br>*Opens noon<br>*Closes at 4:00 | <ul style="list-style-type: none"> <li>&lt; <b><u>Round 3 Posting- PART TIME Teacher Initiated Transfers and Contract Line Vacancies</u></b></li> <li>&lt; <u>for Part time Contract Teachers wishing increase their FTE entitlement</u> either in current school or another school where there is a posting for which they are qualified.</li> <li>&lt; 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></li> <li>&lt; P/T surplus teachers who were placed may participate</li> <li>&lt; <b>Right of Recall Considerations</b></li> <li>&lt; A surplus teacher, who has been placed in another school, has the right of recall to their previous school up to <u>June 10<sup>th</sup></u>, and only to their original contract entitlement should openings occur for which they are qualified.</li> <li>&lt; Surplus Teachers who have applied for and accepted a position in another school do not have the right of recall to their previous school</li> </ul> | L30.08<br>L34.01  |

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| May 28 – May 29   | <ul style="list-style-type: none"> <li>&lt; Interviews for Round 3 of Headship/Assistant/Acting Headship Vacancies</li> <li>&lt; Results for Round 3 Headship Vacancies are to be submitted to HR as soon as possible, no later than 4:00 p.m. May 29</li> </ul>  |  |
| June 2 & 3  | <ul style="list-style-type: none"> <li>&lt; Interviews for Round 3 Posting of Vacancies of Contract Lines</li> <li>&lt; 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., June 3.</u></li> </ul>  |  |
| June 4  | <ul style="list-style-type: none"> <li>&lt; <b>Internal Notice for Part-Time Teachers to Increase FTE.</b></li> <li>&lt; Principals <b>may</b> choose to increase FTE for <b>qualified part-time contract teachers within their school with contract lines that become available as a result of Round 3.</b></li> <li>&lt; Should there be more than one qualified part time teacher within the school; the Principal shall conduct internal interviews for these lines.</li> <li>&lt; Results of FTE increases submitted to HR, June 4, <u>no later than Noon</u></li> </ul>   |  |
| June 4, by 4:00 pm                                      | <ul style="list-style-type: none"> <li>&lt; <b>Principals to submit all Contract vacancies to HR for posting.</b></li> </ul>  |  |
| After June 4  | All contract vacancies as a result of resignations and retirements following Round 4 to be posted as LTOs for 2020-21 school year   |  |
| <b>POSTINGS FOR CONTRACTS</b><br><br><b>June 5 - 11</b> | <p><b>Round 4 Posting of Contract lines for <u>Secondary LTO to Permanent List</u></b></p> <p>Principals must interview the <b>5 most senior qualified teachers</b> on the <b>Secondary LTO to Permanent List</b> who apply.</p> <ul style="list-style-type: none"> <li>&lt; If fewer than 5 qualified people apply from the <b>Secondary LTO to Permanent List</b>, the principal is required to only interview those who apply.</li> <li>&lt; 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 <b>OTS Roster (this includes LTO list and remaining LTO to Perm applicants)</b> who have applied for the posted position.</li> </ul> | <p>(Reg 274.7.3)</p> <p>(Reg 274.7.4)</p> <p>(Reg 274.7.2)</p> |
| <b>POSTINGS FOR LTO LINES</b><br><br><b>June 5 - 11</b> | <p><b>LTO lines posted for <u>Secondary LTO List</u></b></p> <p>Teachers who are on the <b>Secondary LTO List</b> and the <b>Occasional Teacher Roster</b> are eligible to apply.</p> <p>Priority will be given to <b>Secondary LTO List</b> applicants. Candidates from the <b>Occasional Teacher Roster</b> will be considered only <u>after</u> the <b>Secondary LTO List</b> process outlined below has been exhausted</p>  |  |
| June 12 -15   | <b>Interviews for Round 4, LTO to Perm contract lines</b>   |  |
| No later than June 15 at 4:00 pm                        | <b>Recommendations for Hire submitted to HR for LTO to PERM Round 4 Contract vacancies.</b>   |  |
| After June 18   | <ul style="list-style-type: none"> <li>&lt; All LTOs received will be held for August posting to Outlook</li> </ul>   |  |

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| June 16 - 19    | <p><b>Interviews for LTO lines for Secondary LTO List.</b><br/>Principals must interview the <b>5 most senior qualified teachers</b> on the <b>Secondary LTO List</b> who apply.</p> <p>&lt; If fewer than 5 qualified people apply from the <b>Secondary LTO List</b>, the principal is required to only interview those who apply.</p> <p>&lt; 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 <b>Secondary LTO List</b> 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 <b>Occasional Teacher Roster</b>. Seniority does not drive the selection of candidates to be interviewed at this point in the hiring process.</p>   | <p><i>Reg. 274. 6.2</i><br/><i>Reg 274. 6.3</i></p> |
| June 19<br>Noon | <p>&lt; Results from LTO posted vacancies must be submitted to HR <b>as soon as possible, no later than <u>noon, June 22.</u></b></p>  | <p><i>Reg 274..6a.b</i></p>                         |
| Aug. 17 –21     | <p>&lt; <b>LTO Lines posted to the Employee portal link for Job Postings.</b><br/>Submit LTO vacancies <b>by no later than Noon, August 8</b></p> <p>Teachers who are on the <b>Secondary LTO List</b> and the <b>Occasional Teacher List</b> are eligible to apply.</p> <p>&lt; Priority will be given to <b>Secondary LTO List</b> applicants. Candidates from the <b>Occasional Teacher Roster</b> will be considered only after the <b>Secondary LTO List</b> process outlined below has been exhausted.</p>   |   |
| Aug. 24 - 25    | <p><b>Interviews for LTO lines.</b><br/>Principals must interview the 5 most senior qualified teachers on the LTO Seniority List who apply.</p> <p>&lt; If fewer than 5 qualified people apply from the <b>Secondary LTO List</b>, the principal is required to only interview those who apply.</p> <p>&lt; 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 <b>Secondary LTO List</b> who have applied for the posted position.</p> <p>&lt; If no qualified applicant is found through the above process, principals will consider qualified applicants from the <b>Occasional Teacher Roster</b>. Seniority does not drive the selection of candidates to be interviewed at this point in the hiring process.</p> <p>&lt; <b>Results to be submitted <u>no later than Noon, Aug. 26</u></b></p> | <p><i>Reg. 274. 6.2</i><br/><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.