

**Memo #20**

Date: March 29, 2019

To: Simcoe Muskoka Catholic Elementary Teachers

Re: **Staff Assignment Process; Retirement Notification**

---

**Staffing**

The Board has confirmed that they will not be seeking a variance in the Staffing Timelines.

The Government is still not providing much of any information to Boards. They still have a budget to table and declaration of Grants for Student Needs and Education Program Other funding.

What does this mean?

The Board will be declaring teachers redundant. How many? At this point I do not possess that information.

The Board will be staffing schools to previous funding. That means all extra staffing for Special Education (each school receives some form of additional staffing) will not be included in the first round of staffing.

Therefore, we will see more surplus declarations than we have seen in years past.

**Staffing Assignment Process (Transfers and Surplus)**

Highlights:

- Teachers declared surplus – including interim surplus – will be notified no later than April 15<sup>th</sup>. Notification will be in the form of a letter presented to the teacher, in the presence of the school OECTA Representative.
- Those teachers declared surplus – **not interim surplus** – will be required to complete a Transfer Request Form.
- Teachers do not have to fill out a form for each round of staffing. If you complete a form in round one, it remains active for round two – unless requested, by the members, to be withdrawn.
- Teachers may choose to fill out a transfer form only for the second round.
- Those teachers declared surplus – **not interim surplus** – and those teachers completing a Transfer Request Form will be placed together and ranked based on seniority.
- First round of posting: Monday, April 15<sup>th</sup> around 4:00 pm
- **Round One:** begins April 15<sup>th</sup> and ends May 20<sup>th</sup>.
- Top three most senior and qualified applicants **will** be interviewed for the posted vacancy.
- **Please note:** if you accept to be interviewed at a school, and are successful, and offered the position, you **will** be placed in that vacancy.

- **Round Two:** begins May 29<sup>th</sup> and ends August 31<sup>st</sup>.
- June 5<sup>th</sup>: Last day to apply to Second Round Postings
- June 5<sup>th</sup> to August 31<sup>st</sup> filling of Second Round posted positions and any vacant positions created by a teacher transferring.
- Teachers that are surplus – **not interim surplus** – and those teachers requesting a transfer, will be placed by seniority and qualifications. **No interview!**
- **Please note:** if you identify a school or posting, and you are the most senior, and qualified, you **will** be placed in that vacancy.
- Interim Surplus will be placed – at the latest – by June 17<sup>th</sup>.
- **Any teacher placed via transfer in rounds one, will not be allowed to apply for a second round transfer. (19:12 Once a teacher has been placed in a position as a result of a transfer, they shall remain in that position for the duration of the next school year)**
- Transfers are still available and active until August 31<sup>st</sup>.
- Before any new hires, those teachers working part-time, wishing to increase to full-time will be offered remaining vacant positions, based upon their preference.

### **Staffing Assignment Process (Redundancy)**

- Teachers declared redundant will be informed as soon as possible, and by April 15<sup>th</sup> at the latest
- If not placed, redundant teachers will be considered laid off and shall be placed on the Recall List in order of their placement on the Seniority List.
- Teachers on the Recall List, in order of seniority, shall be offered first right of refusal for any full-time or part-time Long-Term Occasional position for which they are qualified.
- A teacher on the Recall List who accepts a Long-Term Occasional position, or vacant part-time position because a full-time position is not available shall be offered the first full-time permanent position that becomes available for a period of 60 months from the date of their layoffs.
- A Teacher on the Recall List who refuses a position offered shall not forfeit the right of recall or the position on the Recall List and will remain on the Recall List for a period of 60 months from the date of termination.
- Redundant teachers will not be offered a permanent position until transfers are completed and increases in part-time teaching contracts have been offered.

More information will be provided to those teachers declared redundant.

### **Retirement Notification**

In years past the Board has asked me to send a message to the membership asking those that are retiring to send in their notifications as soon as possible in order to simply staffing notifications. I have refused this because I felt that the decision to retire is an individual choice, and there are a number of members who wish to keep their decision private.

However, in light of the recent news from the provincial government, and probable declaration of redundancies from the Board I am asking that if teachers are certain they are retiring, but wish to keep their decision private, they can contact me directly. This may alleviate some of the unnecessary surplus and redundancy declarations.

In the end, teachers have the individual right to determine when the appropriate time to notify the Board of their intention to retire.

**If you have any concerns, please contact the Unit office at 705-733-9625 or 1 800 558 4815**