

Memo #26

Date: February 3, 2017

To: Executive/Members

Re: **New Staffing Process; Elementary School Staff Preference Form; LTD Rates**

New Staffing Process (Transfers and Surplus)

In the last round of bargaining, your local Collective Bargaining Team bargained improvements to the Staffing Process – this was based upon our local Collective Bargaining Survey and priorities.

Changes:

- 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 staffing. If you complete a form in round one, it remains active for round two – unless requested to be withdrawn.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.
- **Round One:** begins April 15th and ends May 20th.
- 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, it is the expectation that you **will** be placed in that vacancy.
- **Round Two:** begins June 3rd and ends August 31st.
- 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, the expectation is you will be placed in that vacancy.
- Interim Surplus will be placed – at the latest – two days prior to the end of school in June.
- Transfers are still available and active until August 31st.

A Joint Memo – with all the dates etc. – will be provided to principals this week. Therefore, you can expect to see a copy next week.

Elementary Staff Preference Form (School-level)

In the past, each school may or may not have used a form, and the information requested on the school-based forms varied. Therefore, as agreed upon in the last round of local bargaining, the Board and OECTA agreed to use a consistent preference form.

Your principal should make this form available to you by March 1st, and the form (if you choose to fill it in) is due back to your administration by March 31st.

Please note some requirements:

- You have three assignment preferences – which can be grade, division or program specific
- You are required to attach a copy of your Ontario College of Teachers' Certificate of Qualifications
- There is an area for Additional Information – this is up to you. You are not required to inform your administration if you plan to take a leave or if you will be on maternity leave etc.

LTD Rates

We have been notified by our LTD provider – OTIP – that commencing March 1st our Long Term Disability Plan rate will increase from 1.33% to 1.39%.

**If you have any concerns, please contact the Unit office at 705-733-9625 or 1 800 558 4815
Thank you for sharing this information with OECTA members.**