

Memo #31

Date: April 4 , 2018

To: Executive/Members

Re: **Staffing Process; Annual Offence Declaration; Student Vote**

Staffing Process (Transfers and Surplus)

Highlights:

- Teachers declared surplus – including interim surplus – will be notified no later than April 13th. 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 If you complete a form in round one, it remains active for round two – unless requested to be withdrawn.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: Friday, April 13th around 4:00 pm
- **Round One:** begins April 13th and ends May 18th.
- 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 29th and ends August 31st.
- June 5th: Last day to apply to Second Round Postings
- June 5th to August 31st 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 Teachers will have a meeting at the Board on April 26th to review the process for them and provide an opportunity for them to ask questions.
- Interim Surplus will be placed – at the latest – by June 15th.
- **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 31st.
- 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.

Annual Offence Declaration

The 2018-2019 Annual Offence Declaration (AOD) process began on March 26, 2018 and ends on April 13, 2018. The AOD must be completed online using the eServe website <https://sdsweb.smcdsb.on.ca>.

On March 26th an email was sent to all employees, this email contains an eServe link and the instructions for completing the AOD. Letters will be mailed to home addresses of all employees who are on leave, providing information and instructions on completing their AOD using eServe.

If you didn't receive the email, please contact the unit office as soon as possible.

Student Vote

Coinciding with government elections, students learn about government and the electoral process, research the parties and platforms, discuss relevant issues and cast ballots for the official election candidates. The results are shared with the media for broadcast and publication following the closing of the official polls.

The Student Vote Program Involves Four Key Steps:

1. **Register your school:** The program is open to all schools and there is no cost to participate.
2. **Receive materials:** Registered schools are supplied with print and online pedagogical materials, posters and election supplies.
3. **Engage with the campaign:** The activities are intended to inform students about government and the electoral process, encourage research into the candidates and issues, and foster dialogue among students and their families.
4. **Student Vote Day:** Students take on the role of deputy returning officers and poll clerks and cast ballots for the official election candidates. The results are tabulated and shared publicly after the close of the official polls.

Seeing as this June 7th, we will be participating in a provincial election, this would be a great time to get our students involved in the democratic process.

Use the following link: <http://studentvote.ca/> and use the menu option (top right-hand corner) and click on Register, to register your school.

**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.**