

Memo #25

Date: April 9, 2021

To: Simcoe Muskoka Catholic Elementary Teachers

Re: **Staff Assignment Process; Retirement Notification; OECTA Retirement Workshop; Johnson Insurance Information**

Staffing (Staffing Assignment Process: Transfers, Surplus and Redundant)

Redundancy: (if declared)

- Teachers declared redundant: will be notified no later than April 19th.
- Teachers declared redundant will not have recall rights to their home school.
- The Board and OECTA will be holding a Redundancy Meeting to review the process and member rights. Details to follow.
- Before any new hires:
 - Teachers that were declared redundant will be offered positions based on seniority and qualifications.

Surplus:

- Teachers declared surplus – including interim surplus – will be notified no later than April 19th.
 - Notification will be in the form of a **letter emailed** to the teacher from the principal and copied to the Union President.
- Those teachers declared surplus – **not interim surplus** – will be required to complete a Transfer Request Form
- Those teachers declared surplus – **not interim surplus** – and those teachers completing a Transfer Request Form will be placed together and ranked based on seniority and qualifications.
- Teachers declared surplus will have recall rights to their home school (school declared surplus) and school community for a year.

Interim Surplus:

- **Interim Surplus** – teachers hired after September 1, 2020. Those teachers will become surplus but won't be placed until the end of June.
- Interim Surplus will be placed – at the latest – by the second last instructional day in June (June 28th).

Surplus/Transfers Process:

- **Round One:** begins April 19th (4:00 pm) and ends May 20th
- April 25th: last day to apply for Round One Postings

- In the first-round teachers can only choose from **posted positions**, as the positions that are created from filling of vacancies are posted in the second round (after reviewing and fulfilling recall rights and provisions).
- **Transfer Form will be available in google doc format.**
- 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 If you complete a form in round one, it remains active for round two – unless requested, by the members, to be withdrawn or modified. **Teachers wishing to be considered for the open transfer period should complete the Open Transfer Request (identifying preferred schools or locations) in the second round.**
- Teachers may choose to fill out a transfer form only for the second round
- 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, this implies you are willing to move to that position. There isn't an official offer, where you will be given a choice.
 - Teachers are not able to rank the positions they wish to apply
 - The Board will be choosing what position to begin the process
- **May 15th: Cross Panel Transfers.** However, if Secondary is in a redundant position, Elementary teachers will not be able to apply to posted positions.
- **Round Two:** begins June 3rd and ends August 31st.
- June 10th: Last day to apply to Second Round Postings
- Both options – Posting Specific or Open Transfer – will be available in round two
 - Therefore, if you are wanting to transfer to a specific school, regardless of the grade placement, you should apply to OPEN (positions that will come up as other transfers occur).
- June 10th 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.
 - Remaining openings will be sent to Interim Surplus, and they will provide a preferential list. They will be placed based on seniority (and qualifications).
- **Any teacher placed via transfer in round 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.

Retirement Notification

The initial report from the Board is that the declaration of redundancies is a definite possibility – although I have not received final numbers – therefore I am asking that if teachers are certain they are retiring, but wish to keep their decision private, they can contact me and the Board 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.

OECTA Retirement Workshop

The Simcoe Muskoka Elementary and Simcoe Muskoka Secondary Pension Workshop is scheduled to take place on Saturday, April 24, 2021 from 10:00 a.m. to 1:00 p.m.

Cvent Registration Link: <https://cvent.me/7kOL1Q>

Registration is now open, and it will remain open until 15 minutes after the workshop has begun. If your spouse, partner or advisor is attending, you only need to register once.

Registrants will automatically receive the WebEx link for the workshop when they receive the confirmation email confirming they are registered. This email will automatically be sent from the email address pensions@catholicteachers.ca.

The confirmation email also contains links to all the documents that would normally be provided in the pension workshop package. Therefore, registrants will have all the materials before the WebEx workshop begins.

Registrants will receive a reminder email three days before the workshop and another reminder one day before the workshop. Registrants will be able to pre-test their WebEx connection with a test link contained in the confirmation email.

Johnson Insurance Information

Please see attached PDF about insurance saving opportunities.

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