

ADULT DAY SCHOOL CONTINUING EDUCATION TEACHERS
Staffing and Surplus Manual
2024-2025

The current Secondary Teachers' Collective Agreement states (Clause L61.3):

The procedures in the Adult Day School Staffing and Surplus Manual in effect on June 30, 2001 shall be reviewed and refined annually by a sub-committee of the Secondary Consultation Committee in accordance with L21.13. The procedures in effect on June 30, 2001 shall not be changed except by mutual agreement of the Board and the Bargaining Unit.

A: Preparation of Timetables and Teaching Assignments

The parties agree on the value of ongoing communication between the Union and the Principal in carrying out the steps in this Manual.

1. Teachers will be given an opportunity each school year to indicate their preferences for placement, teaching load and quadmester availability for the following school year by completing the Adult Day School Continuing Education Teachers Placement Preference Form. These Preference Forms will include preferences for number of courses (for the purposes of these staffing procedures, a course is defined as curriculum delivered within the 2 hour time slot that the teacher is teaching daily within a quadmester), number of quadmesters (Quads), subjects for which the teacher holds certification, subjects in which the teacher is Experienced But Not Certificated and subject teaching preferences. For the purposes of school placement in a surplus situation only, geographical site preferences will also be requested.

2. For the purposes of these staffing procedures, the teacher's current school (where the teacher last completed a course) will be determined to be the teacher's home school. If the teacher completes courses in more than one adult day school in any one school year, then the teacher's last school placement where such course(s) was completed will become that teacher's home school. If the teacher accepts a position in a school other than the home school, that new placement will become the teacher's new home school. If a teacher completes a course(s) in more than one school in a Quad, drawing of lots will be used as the method to determine that teacher's home school.

3. The Adult Day School Continuing Education Teachers Placement Preference Form will be issued for the following year to the teacher by or before May 15 and the teacher shall return the completed form to the Principal of their home school by or before May 31. A teacher may update their Placement Preference Form. To be considered for staffing for the next Quad, it must be submitted to their Home School Principal at least 15 school days prior to the start of the next quadmester.

4. The school timetable is set by the principal, as is the assignment of teachers to courses. Principals will place teachers who are on their seniority list into teaching timetables for the

following school year and for each quadmester of a school year, subject to the provisions of Paragraph 5.

5. Seniority, subject to qualifications, will be the guiding principle for assigning teachers to two (2) courses per quadmester, unless a Teacher requests only 1 course on their Teacher Preference Form. The number of courses assigned to a Teacher may also take into account the program needs of the school, and actual class enrolments.

When assigning Teachers a third course Principals will give first consideration to the Teacher's seniority, qualifications, the requests on the Teacher's Preference Form, as well as the program needs of the school and the actual class enrolments.

6. Where there is no teacher currently on the home school list who holds certification or has successfully taught (Experienced But Not Certificated) a subject the Principal may seek mutual consent to assign such a timetable to uncertified teachers currently on staff.

7. No later than 10 school days prior to the start of quadmasters 2, 3, 4, the school Principal will provide the Branch President with a copy of the seniority list, up to date teacher preferences and a copy of the draft teaching assignments for the upcoming quadmester. No later than 5 days prior to the start of quadmester 1, the school Principal will provide the aforementioned documents to the OSSTF Executive Officer with responsibility for Adult Day Schools.

8. The Branch President may consult with the Principal regarding draft teaching assignments. Timely consultation should occur before timetable assignments are finalized.

9. No later than three school days prior to the start of a quadmester, the school Principal will provide the Branch President with a copy of the final teaching assignments for the upcoming Quadmester.

10. No later than two school days prior to the start of a quadmester, Adult Day School Teachers will be provided with a copy of their timetable assignments for the next quadmester.

11. Please note that Regulation 298 precludes Mutual Consent in French, Special Education or any Technical subject. Even though a teacher may be on a Letter of Approval for one of these subjects, the teacher may NOT add that subject as Experienced But Not Certificated.

B: Seniority Verification Procedures

1. Employee Services will be responsible for the creation and maintenance of the Adult Day School Continuing Education Teachers Seniority Lists.

2. A Seniority Verification – Adult Day School form will be issued to the teacher by or before May 15. The number of Adult Day Credit or Credit-Equivalent Courses Accumulated since 1998.09.01

will be projected to June 30. The teacher shall verify the data and return the completed form to the principal of their home school by or before May 31.

3. The Teacher may return the Seniority Verification Form requesting review and revisions. Employee Services will verify all requests. If a revision is verified, the Teacher will be sent a revised Seniority Verification Form. An Adult Day School Teacher may seek support from the Union during this process.

4. The Seniority Lists will be produced by or before the last day of Quad 4 and sent to Principals and to the Executive Officer of OSSTF Toronto who has responsibility for Adult Day Schools. Principals will share the Seniority List with the Branch President.

5. Teachers cannot volunteer to be surplus to the needs of their home school.

6. The provisions concerning this seniority list are contained in the collective agreement, clauses **L61.0**.

C: Surplus Procedures for Adult Day School Teachers

1. For each quadmester, a Teacher for whom there is no timetable available at their Home School and who has indicated a preference work in that quadmester will be placed, in seniority order, on the Adult Day School Surplus Teachers List. Employee Services will be responsible for the maintenance of all information on this list.

2. The following information provided from the last submitted Teacher's Preference Form will be included on this list: Teacher name, home telephone number, qualification/s, subject preferences, geographic preferences and number of courses they wish to be assigned. A copy of this list will be provided to the Executive Officer of OSSTF Toronto who has responsibility for Adult Day Schools. A Teacher who is placed on the Adult Day School Surplus Teachers List may submit an updated Placement Preference form to their home school Principal who will forward the new Placement Preference Form to Employee Service.

3. In accordance with Clause **L60.4**, a course may be cancelled up to the 15th day of a session due to lack of enrollment. In this circumstance, if the Teacher has no other assignments, they will be placed/returned to the Adult Day School Surplus Teachers List.

4. All Teachers on the Adult Day School Surplus Teachers List will be considered for a teaching assignment, based on seniority and qualifications, for any available courses at other Adult Day Schools each quadmester.

5. A Teacher on the Adult Day School Surplus Teachers List will be given 24 hours to decide whether or not to accept an offered teaching assignment. It is the responsibility of the Teacher to ensure that Employee Services has current and up-to-date information on relevant personal information (e.g. availability, telephone numbers) and certification.

6. If a Teacher refuses an assignment for which he/she is qualified, the Teacher will lose his/her rights for placement from the Adult Day School Surplus Teachers List and will remain on the seniority list of their current Home School.

7. When a teaching assignment is found for a surplus Adult Day School Teacher, the Teacher will receive a letter from Employee Services indicating their timetable and their name will be removed from the Adult Day School Teachers Surplus List.

8. Teachers on the Adult Day School Surplus Teachers List may remain on that list until the end of Quad 4 of the following school year. If they remain unplaced on that date, all placement provisions end.

D: Vacancies That Arise During the School Year

1. If vacancies arise during the school year, Principals may assign extra classes to staff on their home school list as per the processes in Section A above before going to the Adult Day School Surplus Teachers List.
2. The Board will offer placements to teachers remaining on the Adult Day School Surplus Teachers List subject to seniority and qualifications before Principals are given permission to hire new staff.
3. A Teacher who turns down a placement will be removed from the Placement List but will remain on the Seniority List of their Home School.

E: Adult Day School Closure

1. Upon the decision to close an Adult Day School, a Teacher at the affected school who has indicated a preference to work in any quadmester in the next school year, will be placed, in seniority order, on the Adult Day School Closure Teachers List. People and Culture will be responsible for the maintenance of all information on this list.
2. Teachers will be asked to indicate the minimum number of courses for which they will accept an offer of placement at an Adult Day School, and this information will be added to the Adult Day School Closure list.
3. A copy of this list will be provided to the Executive Officer of OSSTF Toronto who has responsibility for Adult Day Schools upon completion of the list. A Teacher who is placed on the Adult Day School Closure Teachers' List may submit an updated Placement Preference form to their home school Principal who will forward the new Placement Preference Form to People and Culture.
4. All Teachers on the Adult Day School Closure Teachers List will be offered a teaching assignment, based on seniority and qualifications, for any available courses at an Adult

Day School. As vacancies arise at other Adult Day Schools, Teachers on the Adult Day Schools Closure Teachers' List will be offered courses for which they are qualified or Experienced But Not Certificated and for the number of courses indicated on their Teacher Preference Form in order of seniority.

5. The Bargaining Unit will be kept apprised of each offer as it is made.
6. Teachers will be offered available Teaching timetables for the following 2 school years and for each quadmester of a school year.
7. Acceptance of a Teaching timetable within the two-year period will satisfy the Board's staffing obligations to a teacher affected by an Adult Day School closing.
8. If a closing school Teacher has not accepted a Teaching timetable by the end of Quadmester 4 of the first year of the two-year period, they must confirm with People and Culture that they wish to remain on the Adult Day School Closure Teachers' List for the next school year. In the absence of such confirmation, the Teacher will be removed from Adult Day School Closure Teachers' List and will be ineligible for the staffing processes exclusive to that list.
9. Teachers on the Adult Day School Closure-Teachers' List will retain their seniority while on the list.
10. Program Team Leaders who are affected by an Adult Day School Closure, shall be returned to their home school. The allowance for Program Team Leaders will be maintained for the duration of the term as posted in the original job posting.