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TRANSFER PROCEDURES

MEMBERS OF THE TRANSFER COMMITTEE

• The responsibility for transfers as part of the staffing process will be given to the members of the Transfer Committee. The members of the Committee are as follows:

  ➢ Senior Manager, Secondary Teaching (Chair)
  ➢ Central Co-ordinating Principal, Secondary Teaching
  ➢ Staffing Officers, Secondary Teaching
  ➢ 2 Principals from each of the four Learning Centres
  ➢ OSSTF TTBU Representatives
  ➢ Support Staff, Secondary Teaching

• Other secondary Principals and Superintendents of Education who wish to observe the process may attend, but no observers will be able to participate in the discussions at the table.

CONFIDENTIALITY

• All members of the Transfer Committee and observers will be bound by the rules of utmost confidentiality.

• As surplus procedures are likely to impact on some completed transfers, all transfers being considered and/or accommodated will be kept in the strictest confidence until the notification letters are distributed on June 8.

• Principals, Superintendents of Education and OSSTF TTBU representatives will not inform staff of any results until procedures are completed.
TRANSFER PROCEDURES

(a) Teachers in Schools/Programs Scheduled for Closure:

- Teachers in schools/programs scheduled for closure the following September who have not already been placed will have their transfer requests accommodated before those on the Facilitated Transfer List and before all others who requested transfers.

(b) Facilitated Transfers:

There are occasions where, for very special circumstances and with the full knowledge of the Teacher, the Principal, the Superintendent of Education and OSSTF TTBU, a Teacher needs to be transferred from the current home school. The process to effect such a transfer is described below:

- Facilitated transfers will only be considered where the special circumstances have existed over a long period of time, are well documented and have involved OSSTF TTBU and Senior Board Staff in attempts at resolution. Issues of “geography” or Teacher preferences for specific timetables will not be considered as situations for facilitated transfer, unless required for documented medical conditions. Consideration for vacancies may occur at all meetings in the central staffing process once transfer meetings commence and will continue until seniority lists are distributed for the subsequent school year.

- When it is agreed by the Board and OSSTF TTBU that a medical accommodation requires a move of schools for a Teacher, the Teacher will be added to the Facilitated Transfer List. In such circumstances, placement on the Facilitated Transfer List, and consideration for vacancies thereafter, may occur at all meetings in the central staffing process once transfer meetings commence and will continue until seniority lists are distributed for the subsequent school year. All due consideration for vacancies will be given as is appropriate to the individual’s circumstances.

- After the distribution of seniority lists, Facilitated Transfers made in the current school year will be temporary placements (i.e. until the last day of the school year). A Teacher placed into a temporary Facilitated Transfer will remain on the staff list of their current home school for the purpose of staffing and surplus procedures, and on the Facilitated Transfer list for a new home school/permanent Facilitated Transfer placement.

- Names for consideration for facilitated transfer will be provided by OSSTF TTBU and by the Employee Services Department to a joint committee. Both parties will share relevant information associated with the request for facilitated transfer.

  - The Committee will be composed of two members: the Senior Manager, Secondary Teaching Office and an OSSTF TTBU representative;
  - Seniority/Staffing Analyst, Secondary Teaching;
  - If both parties agree, the Teacher will be added to the Facilitated Transfer List;
  - If there is no agreement, the Teacher will not be added to the Facilitated Transfer List;
Teachers who have received one unsatisfactory rating and who have not completed the next appraisal process and Teachers who are “under review” (i.e. have received two consecutive unsatisfactory ratings) will only be considered for facilitated transfer with the prior approval of the Senior Manager, Secondary Teaching and the OSSTF TTBU representative;

- Placements into vacancies of Teachers on the Facilitated Transfer List will occur prior to the regular Transfer Process by a sub-committee of the Transfer Committee. The members of the sub-committee will be:
  - Senior Manager, Secondary Teaching
  - Central Co-ordinating Principal, Secondary Teaching
  - 2 TDSB Staffing Officers, Secondary Teaching
  - 2 OSSTF TTBU Staffing Officers
  - Staffing/Seniority Analyst, Secondary Teaching

- These meetings will be held in private, to protect the confidentiality of the Teachers on the list. The first meeting to consider those on the Facilitated Transfer List will be held immediately before the first transfer meeting. This list will be kept confidential to the members of the sub-committee of the Transfer Committee.

- Teachers who have been added to the Facilitated Transfer List will be notified by OSSTF TTBU. They will be informed that once a suitable placement is found, they will be transferred automatically to that placement.
  - Teachers will not be given a choice of placement.
  - Teachers will be asked for their preference of Learning Centre, although such geographic preferences may not be able to be accommodated unless there is acceptable medical documentation that would require such an accommodation.
  - Placements will be made on the basis of the Teacher’s seniority and qualifications and subjects they have successfully taught as indicated on the verification of seniority form.

- The Senior Manager, Secondary Teaching will notify OSSTF TTBU, in writing, which Teachers are placed on the Facilitated Transfer List.

- Teachers who are transferred will be notified by Employee Services.

(c) Transfer Committee Meetings:

- Transfer requests will be considered by the Transfer Committee prior to the Learning Centre Placement Meetings. The date for the first Transfer Meetings will be, Tuesday May 23, 2017. Once the Learning Centre Placement Meetings have commenced, the Transfer Meetings will take place in the morning before the Learning Centre meetings. The final Transfer Committee Meeting to consider transfers will take place on Friday, May 26, 2017.

- First consideration will be given to unplaced Teachers in schools/programs scheduled for closure and then Teachers on the Facilitated Transfer List. Transfer requests for all other Teachers will then be considered, on the basis of seniority, with the most senior Teacher’s request being considered first.
- A Teacher who has requested a transfer and has been declared surplus to school, will not have the transfer request considered until such time as the Teacher is pulled back to the home school or placed in the surplus procedure. When the Teacher is pulled back or placed, the transfer request will be considered active, but only for vacancies that remain or arise after the pull back/placement has occurred.

- Teachers who have been granted a leave of absence without pay for the 2017/2018 school year are not eligible to apply for a transfer for the 2017/2018 staffing process.

- Teachers who submitted a transfer request but who are successful in obtaining a position in another school through the first posting process (May 3 to May 16) will be deemed to have withdrawn their transfer request.

- Teachers who have received a Summative Report that has a rating of “unsatisfactory” and who have not yet completed the next appraisal process by the deadline date for transfer requests, will not be considered for transfer at this time.

- Teachers who have received a Summative Report that has a rating of unsatisfactory but who, in the next appraisal process received a satisfactory rating, will be considered for transfer at this time.

- Teachers who have been seconded for the upcoming school year are eligible to apply for transfer.

- When completing the Transfer Form Teachers may indicate a willingness to be transferred into ESL sensitive courses (CGC1D, SNC1P, etc.) or Special Education sensitive courses (MFM1P, ENG3C, etc.). If a Teacher indicates a willingness to be transferred into such courses in the transfer process they may be placed into these vacancies, provided they are certificated as per their Seniority Verification form.

- If subjects listed on the Teacher’s Seniority Verification form as “Experienced but not Certificated” are part of the vacancy or the Teacher has requested Student Success or Credit Recovery, the Teacher will be assigned to that vacancy as a “try on”.

- If the “try on” is not a fit, the Teacher remains on the transfer list.

- Multiple “try ons” may be assigned. The offer of multiple “try ons” will be dependent on seniority.

- Geographic requests, if indicated, and teaching assignment requests will be considered and both must match in order for the transfer to be declared a “fit”. It is recognized that timetable adjustments may have to be made, later in the staffing/surplus process and/or later in the year, to accommodate changes in student enrolments and staffing changes. However, the majority of the original subjects on the timetable will be maintained.

- One of the Principals sitting at the central table representing the receiving Learning Centre will confirm the “fit” with the receiving Principal and the sending Principal.
• The Staffing Officer will announce the “fit” or indicate why the tentative “fit” is not confirmed. The OSSTF TTBU will be consulted about “fits” that are not confirmed.

• If there is a “fit”, the Teacher will be transferred.

• The transfer request cannot be rescinded once it has been granted.

• Once a transfer is confirmed, the resulting vacancy may either be declared immediately or considered for timetable reorganization. Principals will be given limited time to declare the vacant timetable to the Staffing Officer. If the timetable is radically changed, the Principal will also provide rationale for the change.

• Once a number of transfers have been confirmed, the placements (not the timetables) may be adjusted or switched, so as to accommodate more transfer requests and to ensure the best possible matches and placements for the Teachers and programs under consideration.

• A school vacancy to be considered for the transfer process shall be defined as a vacancy in a school for which there is no qualified surplus Teacher from that school.

• A vacancy will not be dealt with at the Learning Centre meetings until dealt with at the transfer meetings.

• The tracking and co-ordination of this phase of the transfer process will be the responsibility of the Staffing/Seniority Analyst.

• A Teacher who has been transferred may be bumped.

• Teachers will be informed if their transfer has been granted on Thursday, June 8, 2017.
SECONDARY STAFFING AND SURPLUS PROCEDURES
TRANSFER FORM FOR THE SCHOOL YEAR 2017/2018

A. PERSONAL INFORMATION

TEACHER NAME: _________________________________  _______________________________
Surname                                                Preferred First Name

SCHOOL: _______________________________________  EMPLOYEE #: ___________________

B. TRANSFER REQUEST (Location)

Note:
 Select EITHER B-1 OR B-2. Completion of both sections will invalidate this form.
 Restrictions on a transfer request reduce the opportunities for mobility.

B-1  I request to be transferred as indicated below:
Please circle one or more Learning Centres. Up to six (6) schools in each Learning Centre may be
excluded.

Learning Centre 1 Excluding
1. _____________________________________________  3. ________________________________
2. _____________________________________________  4. ________________________________
5. _____________________________________________  6. ________________________________

Learning Centre 2 Excluding
1. _____________________________________________  3. ________________________________
2. _____________________________________________  4. ________________________________
5. _____________________________________________  6. ________________________________

Learning Centre 3 Excluding
1. _____________________________________________  3. ________________________________
2. _____________________________________________  4. ________________________________
5. _____________________________________________  6. ________________________________

Learning Centre 4 Excluding
1. _____________________________________________  3. ________________________________
2. _____________________________________________  4. ________________________________
5. _____________________________________________  6. ________________________________

B-2  I request to be transferred to the following schools ONLY (list a maximum of fourteen):

1. _____________________________________________  6. ________________________________
2. _____________________________________________  7. ________________________________
3. _____________________________________________  8. ________________________________
4. _____________________________________________  9. ________________________________
5. _____________________________________________ 10. ________________________________
11. ___________________________________________  12. ________________________________
13. ___________________________________________  14. ________________________________
C. TRANSFER REQUEST (Timetable)

I am CERTIFICATED for and willing to be transferred into subjects that are listed under the following Certification Codes (refer to the document entitled “TDSB Secondary Certification/Subject Codes 2017”). For each Certification Code listed check as many boxes as appropriate.

<table>
<thead>
<tr>
<th>Certification Codes</th>
<th>Intermediate (Grades 7/8/9/10)</th>
<th>Senior (Grades 11/12)</th>
<th>ESL Sensitive</th>
<th>Special Education Sensitive</th>
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Note: If ‘RSE’ Special Education is listed above, please specify from among the following:

☐ Behavioural/Adjustment  ☐ Learning Disability  ☐ Gifted  ☐ Section 23 (TDSS)
☐ Multiple Exceptionalities  ☐ Physically Handicapped  ☐ Developmental Disability
☐ Autism  ☐ Mild Intellectual Disability (MID)  ☐ Other:_______________________

I am EXPERIENCED BUT NOT CERTIFICATED (as indicated on my seniority verification form) and I am willing to be transferred into the following:

<table>
<thead>
<tr>
<th>Certification or Subject Code(s)</th>
<th>Intermediate (Grades 7/8/9/10)</th>
<th>Senior (Grades 11/12)</th>
<th>ESL Sensitive</th>
<th>Special Education Sensitive</th>
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Additional area(s) into which I am willing to be transferred:

☐ Student Success  ☐ Credit Recovery  ☐ e-Learning

D. DECLARATIONS

I have read the Transfer Guidelines and understand the conditions under which I am requesting a transfer.

Teacher’s Signature: ______________________________             Date: _____________________________

I have discussed with the above-named Teacher this transfer form.

Principal’s Signature: ______________________________            Date: _____________________________

NOTE: Deadline to rescind form is: May 18, 2017 (noon)

The transfer request cannot be rescinded once it has been granted.

PLEASE FAX TO:
Senior Manager, Secondary Teaching Office.
Fax: 416-397-3484   BY 12:00 NOON on March 1
GUIDELINES
FOR SECONDARY TEACHERS REQUESTING TRANSFERS

PART A: Completion of Form

1. The Transfer Procedures state that geographic requests if indicated and teaching assignment requests will be considered and both must match for the transfer to occur.

   Please note that the more restrictive your request, the less likely the transfer will be able to be accommodated.

For example:

- A Teacher who lists only 5 schools as possible placements may miss out on being placed in a nearby school with an ideal timetable.
- A Teacher who lists only “Senior MAT” under subjects may miss out on being placed in a timetable in a desired school because the timetable included a combination of Intermediate MAT as well as Senior MAT.
- Be specific, do not state “HIS” if you also want to be considered for HXE; you must state both if you are willing to teach either subject. Likewise, do not state “ENG” if you also want to be considered for EMD; you must state both if you are willing to teach either subject.

PART B: Process

1. Teachers requesting a transfer must complete the Secondary Staffing Transfer form and return it to the Principal not later than noon on March 1, 2017.

   (A map identifying school locations and a list of schools in each Learning Centre indicating which schools are semestered or full year is available in each school office. The web site to access school profiles is www.tdsb.on.ca.)

2. Teachers who have been granted a leave of absence without pay for the 2017/2018 school year are not eligible to apply for a transfer for the 2017/2018 staffing process.

3. All other Teachers, including probationary Teachers may apply for transfer across the TDSB. However:

   - Teachers who have received a Summative Report that has a rating of “unsatisfactory” and who have not yet completed the next appraisal process by the deadline date for transfer requests, will not be considered for transfer at this time;
   - Teachers who have received a Summative Report that has a rating of unsatisfactory but who, in the next appraisal process received a satisfactory rating, will be considered for transfer at this time;
   - Teachers cannot apply for a transfer to their home school.

4. Applications for transfer will be considered prior to the placement of surplus Teachers, in accordance with the provisions of the Collective Agreement.
5. (a) All transfer requests will be considered but may not be able to be accommodated.

(b) Teachers who are declared surplus to school will have their transfer requests put on hold until they are “pulled back” to their home school or placed in the staffing process.

(c) Teachers who submitted a transfer request but who are successful in obtaining a position in another school through the first posting process (May 3 to May 16) will be deemed to have withdrawn their transfer request.

6. The procedures for dealing with transfer requests are outlined in the secondary staffing binder section entitled “Transfer Procedures” which will be available in the schools in mid-February.

7. This transfer request may be withdrawn by notifying Nadia D’Ambrosio, Seniority/Staffing Analyst, Secondary Teaching. This notification may be sent by mail or by email (nadia.d’ambrosio@tdsb.on.ca). These requests must be received no later than noon May 18, 2017.

8. All transfer requests are subject to surplus procedures and timetable adjustments. If a timetable adjustment is necessary, the majority of the original subjects on the timetable will be maintained.

9. When a subject appears under “Experienced But Not Certificated” a Teacher may reasonably expect that this subject can be timetabled. For staffing purposes, a Teacher is considered to have consented to teach any subject listed in this section.

10. Teachers will be informed if their transfer has been granted on June 8.

11. There is nothing in these procedures that prevents qualified Teachers from also applying for any position that is posted.

12. Questions about the process should be directed to any of the following:

   • Lynda Brewer, Staffing Officer: Learning Centre 1 and 4 (416-397-3255) email: lynda.brewer@tdsb.on.ca
   
   • Sandi Tierney, Staffing Officer: Learning Centre 2 and 3 (416-397-3251) email: sandi.tierney@tdsb.on.ca

OSSTF TTBU:

   • Leslie Wolfe, Vice-President (416-393-8900 Ext. 237) email: lwolfe@osstftoronto.ca

   • Michelle Teixeira, Executive Officer (416-393-8900 Ext. 238) email: mteixeira@osstftoronto.ca

   • Danica Izzard, Executive Officer (416-393-8900 Ext. 237) email: dizzard@osstftoronto.ca

   • Hayssam Hulays, Executive Officer (416-393-8900 Ext. 243) email: hhulays@osstftoronto.ca

   • Lisa Black-Meddings, Executive Officer (416-393-8900 Ext. 235) email: lblack-meddings@osstftoronto.ca