

ANNOTATED TABLE OF CONTENTS

TABLE OF CONTENTS AND GLOSSARY

INTRODUCTION

Operation of the Joint Board - OSSTF TTBU Sub-Committee
List of Schools by Learning Centre
Maps

CLOSINGS (*Secondary School/Program Closing Staffing Procedures*)

Teachers
Positions of Responsibility (POR)
Late Program Closures TDSS (Section 23)
Unforeseen Circumstances

FULL TIME REQUESTS

Request Form

LEAVES OF ABSENCE

Leave of Absence Procedures Memo
Application for Leave of Absence

OVERVIEW OF THE SECONDARY STAFFING PROCESS

POSITIONS OF RESPONSIBILITY (POR)

Application Cover Sheet

POSTING OF TEACHING VACANCIES

First Posting
Second Posting
Term Postings – Year Round Alternative Schools, TDSS, Caring and Safe
Term Postings for Developmental Disabilities
Application Cover Sheet

PULL BACK PROCEDURES

QUALIFICATIONS REVIEW

Request Form

RECALL RIGHTS AND PROCEDURES

Questions and Answers - Severance Provisions for Surplus Teachers
Request Form (*sample only – form is provided to Teacher by Secondary Teaching Office*)

SECONDMENTS (*Procedures for Requesting a Secondment*)

SENIORITY VERIFICATION

STAFFING COMMITTEES (*School Staffing Committees*)

Principles of Operation
Role of Staffing Committees
Annual Tasks and Timelines Guidelines

STAFFING DATES

STAFFING RULES

1. Guiding Principles
2. Experienced But Not Certificated Issues (Successfully Taught)
3. Mutual Consent Form for Uncertified Subject
4. Qualifications Review Committee and Process
5. Surplus to School Issues
6. International Baccalaureate (I.B.) and Advanced Placement (A.P.) Issues
7. Native Learning Centre (Jarvis)
8. Identifying Home Schools
9. Bumping
10. Placements to be Reviewed List
11. Extreme Geographic Criteria List
12. Two-Year Placements – After August 31st
13. Excessive Numbers of Part Time Requests in a School
14. Staffing Procedures for Special Programs/Schools
15. Staffing in Developmental Disability Programs
16. Teachers Teaching Courses in Extended French or French Immersion
17. Teachers Teaching e-Learning Courses
18. Mutually Agreed Position Switches (MAPS)
19. Staffing Guidelines for Teachers on LTD/WSIB
20. Positions of Responsibility (POR) and the Staffing/Surplus Process
21. Centrally Assigned Teachers
22. Caucus Opportunities During the Staffing Process
23. Letters of Permission Checklist

Letters of Permission Checklist Secondary Teaching
Placement Review Application Form
Extreme Geographic Criteria Application Form
Mutual Consent Form for Uncertified Subject
Mutual Consent Form for e-Learning
Mutual Consent Form Teachers Teaching Courses in Extended French
or French Immersion
Mutual Consent Form for Workload Accord
Mutually Agreed Position Switch (MAPS) Form
Principal Initiated Placement Review Application Form
TDSB Secondary Certification/Subject Codes

SURPLUS DECLARATION (*School/Board Surplus Declaration*)

School Surplus/Vacancy Declaration/Listing Mutual Consent for Uncertified Subject Forms
Sample Notification Letter

TEACHER REALLOCATION PROCESS

TRANSFER PROCEDURES

Process
Teachers in Schools Scheduled for Closure
Facilitated Transfers
Schedule for Transfer Meetings
Request Form for Transfers
Guidelines for Teachers Requesting Transfers

WORKLOAD ACCORD

GLOSSARY OF TERMS

Board-wide Placement Meetings	Meetings to consider placement and bumping of Teachers on a Board-wide basis.
Bumping	The process by which a more senior qualified Teacher replaces a more junior Teacher, who then becomes surplus.
Certificated	Qualifications according to the Teacher's Ontario College of Teachers' Certificate of Qualification.
Closings	A school closure is the closure of a school. A program closure is limited to TDSS (Section 23), Alternative Attendance Programs, Caring and Safe Schools – Alternative Programs.
Cone of Silence	Staffing information is confidential to the Central Staffing Table, school Principals and Staffing Committee Teacher Co-chair during the time period May 16 to June 7, 2019.
Experienced But Not Certificated (“EBNC”) (“successfully taught”)	Successful teaching of a complete course in the TDSB for which the Teacher does not have certification, as indicated on his/her seniority verification form.
Extreme Geographic Criteria	During the placement meetings there will be an occasional situation where a Teacher is placed in a position for which the Teacher is qualified but the placement creates extreme hardship based on geographic considerations.
Facilitated Transfer	A transfer arranged for a list of Teachers (approved by OSSTF TTBU and the Board), for whom there are very special circumstances.
Half Time Status	A Teacher whose permanent contract status is full time and whose request for a half time leave of absence has been granted.
Hold Back	Amount of Full Time Equivalent (FTE) staff withheld from the allocation to schools, which may be released either during the staffing process to resolve particular staffing needs or in September/October once enrolments are finalized.
Home School	The school to which a Teacher is assigned for surplus/staffing purposes.
Human Rights Accommodation	An accommodation in accordance with the Ontario Human Rights Code duty to accommodate as may be amended from time to time.

Learning Centre Placement Meetings	Meetings to place surplus Teachers and to fill vacancies, on Learning Centre basis.
“Massaging” of Placements and Transfers	Opportunity for reconsideration of placements and/or transfers during the Learning Centre and/or Board-wide Placement Meetings, subject to seniority and qualifications.
Mutually Agreed Position Switch (MAPS)	A Teacher-initiated switch of teaching positions agreed to by both Teachers and both Principals, resulting in the new designation of home school for both Teachers.
Part Time Status	A Teacher whose permanent contract status is less than full time.
“Placement To Be Reviewed”	A placement that will be reconsidered if it is deemed necessary.
POR Acting POR Interim POR	Position of Responsibility. An acting POR is created when the current holder of the POR is absent from the position and expected to return for the following school year. An interim POR is a position that has been posted in the school for the balance of the school year.
Pull Back	The return of a school surplus Teacher to a vacancy in his/her home school.
Recall	The right of a Teacher who has been terminated as of August 31 to be placed in a vacant teaching position in the secondary schools of the TDSB that occurs in the school year immediately following the date of termination, subject to seniority and qualifications.
Secondary Teachers’ Qualifications Review Committee	Committee to consider requests, in very extraordinary circumstances, to have a subject(s) listed on the Certificate of Qualification set aside from consideration for staffing/surplus procedures only.
Seniority	A Teacher’s seniority according to the Collective Agreement (clause L45.0. and following).
Seniority Verification Placement Preference Form	The form completed by Teachers as part of the verification process in which they indicate preference for subjects and locations for staffing/surplus purposes.

Severance Pay	Payment under the terms of the Collective Agreement to a Teacher whose contract has been terminated, in accordance with the conditions as described in the Collective Agreement .
School Staffing Committee	The Committee composed of up to 4 OSSTF TTBU members, the Principal and timetabling Vice-Principals who develop and propose the school staffing model and monitor usage of coverage and supervision.
School Surplus	Teachers declared surplus to the needs of the school.
Staff Allocation	Numbers of Full Time Equivalent (FTE) Teachers determined centrally and allocated to each school.
OSSTF TTBU	Toronto Teachers' Bargaining Unit, OSSTF, District 12 Toronto.
Surplus to Board	Teachers declared surplus to the needs of the Board at the Board's last meeting in June.
Transfer	A change of school in which the Transfer Committee approves the placement of a Teacher into a school and timetable which matches the request on the Transfer Form resulting in a new home school.
Try-On	A proposed placement, based on seniority and qualifications, in which either the Teacher or the Principal may indicate that the proposed placement is inappropriate.
Vacancy	A teaching vacancy is a timetable to which a Teacher has not been assigned.