

# TEACHER REALLOCATION PROCESS

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## **TEACHER REALLOCATION PROCESS**

### **Guiding Principles**

Should the situation arise in which some schools are overstaffed and others are overenrolled and there is no additional allocation available to address the overenrolled schools, it may be necessary to move a Teacher(s) from an overstaffed school to an overenrolled school or into an existing vacancy at another school. The goal of this movement will be to address programming needs, class sizes and Teacher workload in the overenrolled schools. The timing of the Teacher Reallocation Process is subject to the direction of the central Staff Allocation Committee, chaired by the Associate Director. It is normally expected that any movement of Teachers will be accomplished by mid-October and/or mid-March.

In these situations, the following guiding principles will be followed:

1. The level of disruption to students and staff should be as minimal as possible.
2. While seniority and qualifications will guide the process, it is recognized that several factors will impact on the identification of specific Teachers to be moved.
3. Teachers so identified will be qualified in subjects that are compulsory for most students (English, ESL, French, Geography, History, Mathematics, Phys. Ed., Science and Social Sciences) in order that both the sending and receiving schools be able to minimize the impact on existing timetables.
4. Re-timetabling may be required at sending schools and/or receiving schools.
5. Consideration will be given to geographic factors in the reassignment of a Teacher to a new school when more than one vacancy is identified for a Teacher.
6. A Teacher who is moved will have the school from which he/she has been moved identified as his/her home school for the purposes of the following school year staffing process.

### **Criteria for Reallocation of Teachers**

As a general rule the following criteria will be used to reallocate Teachers from an overstaffed school:

- The school's enrolment is significantly under projection.
- The school is semestered or only mid October for non-semestered schools.

### **Teacher Reallocation Process**

Secondary Teaching Office Staffing Officers will monitor actual student enrolment to confirm that schools identified as overstaffed in fact, remain overstaffed.

The Secondary Teaching Staffing Officers will advise Principals (and the OSSTF TTBU) of overstaffed school(s) of the total F.T.E. allocation to potentially be withdrawn from the school. To reduce the impact of the reallocation process on staff, students and school communities, first consideration will be to not fill vacancies (where possible) arising from attrition or leave of absence.

The Secondary Teaching Staffing Officers will provide the Principal with a seniority list of their most junior Teachers on staff in order to identify which Teacher(s) may be affected by the process. Schools will also receive a list of newly hired Teachers that have not yet been assigned a seniority number and these Teachers will be considered the most junior Teachers.

- The in-school staffing committee will meet to discuss the school's Teacher allocation change and, with a view to keeping disruption to the staff and re-timetabling to a minimum, will identify the most junior Teacher(s) with qualifications in subject areas that are compulsory for most students (English, ESL, French, Geography, History, Mathematics, Phys. Ed., Science and Social Sciences) to be placed into a vacancy at another school.
- Teachers cannot volunteer to be part of the reallocation process.
- Teachers employed in a Position of Responsibility cannot be identified for reallocation.
- Principals will complete the "Teachers Identified for Reallocation" (TIFR) form to identify the most junior Teacher(s) with qualifications in subject areas that are compulsory for most students (English, ESL, French, Geography, History, Mathematics, Phys. Ed., Science and Social Sciences) to be placed temporarily into a vacancy at another school. Forms will be submitted to Secondary Teaching Staffing Officers for confirmation.
- Teachers identified on the TIFR form may or may not be reallocated, subject to staffing needs at other schools.
- Principals will provide one copy of each TIFR form to the Branch President who will forward a copy to OSSTF TTBU.
- Principals will meet with the Teacher(s) identified for the purposes of reallocation and will provide the Teacher(s) with a letter confirming their status and the process to follow. The Branch President or designate will be present when Teachers are informed of their status.
- The Teacher(s) identified for the purpose of reallocation will be required to complete a Teacher Reallocation Procedures Preference (TRPP) form indicating their choice of preferred Learning Centre and subjects into which they would prefer to be placed.
- Teachers will have one working day from the date of the meeting with their Principal at which they were informed of their status to complete the TRPP form. Principals will fax the forms to their Staffing Officer.
- The Secondary Teaching Staffing Officers will provide a copy of the TRPP form for each Teacher to OSSTF TTBU.
- The Board and OSSTF TTBU will work together to place Teachers with consideration for the Teacher preference form where possible and on the basis of seniority and subject qualifications. In the placement process, the most junior Teachers (with or without seniority numbers) will be considered first for vacancies.
- Should more than one vacancy arise for which there is a match, the Secondary Teaching Staffing Officer will contact the Teacher to determine his/her preference. Should more than one Teacher be qualified for a vacancy, the most junior Teacher will be placed into the vacancy.

- Once placed, the Principal will meet with the Teacher(s) identified for the purpose of reallocation and provide the Teacher(s) with a letter indicating his/her temporary placement. The Teacher(s) will also be advised of the choice to take an unpaid leave of absence. The Branch President or designate will also be present at this meeting.
- Teachers will have one working day from the date of the meeting with their Principal to advise his/her Principal of his/her decision.
- Teachers opting to take an unpaid leave of absence will be required to complete the Application for Leave of Absence (Full Time or Half Time) form located in the Staffing Binder. It is recommended that employees opting for a Leave of Absence contact OTIP Benefits Services (1-866-783-6847) and the Ontario Teachers Pension Plan (416-226-2700) regarding possible implications. The home school remains the school from which the Teacher is taking a leave.
- Principals will fax the completed Leave of Absence forms to their Staffing Officer in the Secondary Teaching Office.

### **Additional Information**

**All** schools with vacancies that occur for the remainder of the full school year will be advised by their Staffing Officer, Secondary Teaching, whether to temporarily fill the vacancy with an LTO until the reallocation process is finalized. These vacancies may be needed for placement of a Teacher identified for reallocation.

**All** schools with vacancies that occur for semester two will be advised by their Staffing Officer, Secondary Teaching, that the vacancy may be placed on hold until the reallocation process has been completed. These vacancies may be needed for placement of a Teacher identified for reallocation.

<DATE>

<NAME>  
<SCHOOL NAME>

Dear <FIRST NAME>:

Please be advised, owing to the low student enrolment at <SCHOOL NAME> you have been identified for the purposes of Teacher Reallocation in the 2019-2020 school year.

As part of the Teacher Reallocation Process, you will potentially be placed at another school where a vacancy exists, for which you are qualified. Please be assured that this placement is only temporary. <SCHOOL NAME> will remain as your home school for the following staffing process.

Consideration will be given to your choice of Learning Centre where you would prefer to be placed and subjects which you prefer to teach. Placement will be made on the basis of seniority and subject qualifications. Should more than one vacancy arise for which there is a match, a Secondary Teaching Staffing Officer will contact you to determine your preference.

You are asked to complete the enclosed Teacher Reallocation Procedures Preference form and to submit it to me within one working day of our meeting today.

Once you are advised of your placement you will be offered the option to take an unpaid leave of absence.

In our conversation today, I stated my willingness to talk to you about any questions you might have and I want to emphasize that willingness in writing.

Yours sincerely,

<PRINCIPAL'S NAME>

Cc: Teacher Records  
Principal, <SCHOOL NAME>  
Staffing Officer

<DATE>

<NAME>  
<SCHOOL #1 NAME>

Dear <FIRST NAME>:

The purpose of this letter is to inform you that as part of the Teacher Reallocation Process, you have been placed at <SCHOOL #2 NAME>, effective <DATE> for <TIMELINE>.

Please be assured that this placement is temporary for the remainder of this school year. You will remain on the staffing list of <SCHOOL #1 NAME> for the purpose of the following staffing process.

If you would prefer to take an unpaid leave of absence for <TIMEFRAME> you will be required to complete the Application for Leave of Absence (Full Time or Half Time) form enclosed. If selecting this option, it is recommended that you contact OTIP Benefits Services (1-866-783-6847) and the Ontario Teachers' Pension Plan (416-226-2700) regarding possible implications. You have one working day from the receipt of this letter to submit your completed Leave of Absence form to me. I understand that this may be a difficult decision for you to make.

Please know that your Principal is willing to talk to you and to answer any questions that you may have. You may also want to consult with your Staffing Officer <NAME> at <PHONE>.

Yours sincerely,

David Moore  
Senior Manager  
Employee Services, Secondary Teaching Office

Cc    Teacher Records  
      Principal, <SCHOOL #1NAME>  
      Principal, <SCHOOL #2 NAME>  
      Staffing Officer



## Toronto District School Board Secondary Teaching Teacher Reallocation Procedures Preference

Name: \_\_\_\_\_

Home School: \_\_\_\_\_

### PLACEMENT PREFERENCE INFORMATION

Please fill in the following preference information. During the Teacher Reallocation Process, we will use this information as a guideline but cannot guarantee placement preference.

Preferred Subjects (list subjects you wish to teach in order of preference)

- |    |    |
|----|----|
| 1. | 4. |
| 2. | 5. |
| 3. | 6. |

Other Information/Skills (e.g. IB Training, CISCO, OTAS, e-Learning/Virtual School)

-  
-

Please indicate in rank order which Learning Centre of the TDSB you prefer to be placed (#1 indicates your first preference)

Learning Centre 1 \_\_\_\_\_ Learning Centre 2 \_\_\_\_\_ Learning Centre 3 \_\_\_\_\_ Learning Centre 4 \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_



# Toronto District School Board Secondary Teaching Teachers Identified for Reallocation

School Name: \_\_\_\_\_

Total FTE to be potentially withdrawn: \_\_\_\_\_

Employee Number	Teacher Name (surname first)

Teachers identified on the TIFR Form may or may not be reallocated, subject to staffing needs at other schools.