

WHAT'S NEXT IN STAFFING?

**- a quick overview of
school-based process**

**Staffing Committee Workshop
March 8, 2021**

STAFFING DATES FOR THE SCHOOL YEAR 2021-2022

JANUARY 6	POR ROUND 1 POSTING
JANUARY 13	SENIORITY VERIFICATION FORMS TO BE DISTRIBUTED TO TEACHERS
JANUARY 20	DEADLINE FOR QUALIFICATIONS REVIEW FORM (NOON)
FEBRUARY 1	TEACHERS RETURN SENIORITY VERIFICATION FORMS TO PRINCIPAL
FEBRUARY 3	INFORMATION FOR SENIORITY LISTS TO BE RETURNED TO SECONDARY TEACHING OFFICE POR ROUND 2 POSTING
FEBRUARY 24	BLUE BINDER INFORMATION SESSION FOR NEW ADMINISTRATORS
FEBRUARY 25	SENIORITY LISTS TO BE AVAILABLE IN SCHOOLS
*MARCH 1	DEADLINE: APPLICATIONS FOR LEAVE OF ABSENCE and HALF TIME TEACHING WITHOUT PAY REQUESTS (NOON) DEADLINE: TRANSFER APPLICATIONS (NOON)
MARCH 8	POR ROUND 3 POSTING
MARCH 22	BLUE BINDER HIGHLIGHTS & STAFF ALLOCATION ROLL OUT (Tentative)
MARCH 31	APPLICATIONS FOR SECONDMENT SHOULD BE SUBMITTED BY THE END OF MARCH 2021 AND NO LATER THAN JUNE 30, 2021
APRIL 7	PRINCIPALS TO INFORM TEACHERS THEY ARE TENTATIVELY SURPLUS TO THE SCHOOL TENTATIVE SCHOOL SURPLUS, STAFFING SUMMARY, VACANCIES, TEACHER MATRICES TO SECONDARY TEACHING OFFICE
APRIL 14	TIMETABLING WORKSHOP
APRIL 21	POR ROUND 4 POSTING
APRIL 26	MEETING WITH TEACHERS REGARDING SCHOOL/PROGRAM CLOSING (3:45 P.M.)
APRIL 28	PRINCIPALS INFORM TEACHERS IN WRITING THAT THEY ARE SURPLUS TO SCHOOL SCHOOL/PROGRAM CLOSING REPORT VACANCY CHOICES (NOON)
APRIL 29	SCHOOL/PROGRAM CLOSING – PLACEMENT MEETING (9:00 A.M.)
APRIL 30	FIRST TEACHING POSTING
*MAY 1	DEADLINE: FULL TIME TEACHING REQUESTS (NOON)
MAY 6	FIRST TEACHING POSTING CLOSES AT NOON
MAY 12	PRINCIPALS INFORM SECONDARY TEACHING OFFICE OF SUCCESSFUL CANDIDATES
May 13	IDENTIFICATION OF PULL BACKS (NOON)

*NB: When March 1st or May 1st falls on a weekend the deadline will be the next school day.

STAFFING DATES FOR THE SCHOOL YEAR 2021-2022

MAY 14	DEADLINE: WITHDRAWAL OF TRANSFER REQUESTS (NOON) CONFIRMATION OF PULL BACKS CONE OF SILENCE BEGINS	CONE OF SILENCE
MAY 15	DEADLINE: NOTICE OF RETIREMENT (AS PER COLLECTIVE AGREEMENT FOR 2021)	
MAY 17	BOARD-WIDE ALL DAY TRANSFER COMMITTEE MEETING	
MAY 19	TRANSFER/LEARNING CENTRE PLACEMENT (LC 1,2,3,4)	
MAY 20	TRANSFER/LEARNING CENTRE PLACEMENT (LC 1,2,3,4)	
MAY 21	BOARD-WIDE PLACEMENT MEETING	
MAY 26	BOARD-WIDE PLACEMENT MEETING	
MAY 27	BOARD-WIDE PLACEMENT MEETING	
MAY 28	BOARD-WIDE PLACEMENT MEETING	
JUNE 7	TEACHERS ADVISED TENTATIVELY SURPLUS TO BOARD TEACHERS ADVISED OF NEW PLACEMENTS CONE OF SILENCE ENDS	
JUNE 8	SECOND TEACHING POSTING POR ROUND 5 POSTING	
JUNE 14	SECOND TEACHING POSTING CLOSES (NOON)	
JUNE 18	PRINCIPALS INFORM SECONDARY TEACHING OFFICE OF SUCCESSFUL CANDIDATES DEADLINE FOR DISTRIBUTION OF TENTATIVE TIMETABLES TO TEACHERS (AS EARLY AS POSSIBLE; NO LATER THAN THE END OF THE REGULAR SCHOOL DAY) BEGINNING OF MAPS PROCESS	
JUNE 21	BOARD-WIDE PLACEMENT MEETING	
JUNE 28	NOTIFICATION TO TEACHERS SURPLUS TO BOARD/NEW PLACEMENT	
JUNE 30	DEADLINE FOR APPLICATIONS FOR SECONDMENT BOARD-WIDE PLACEMENT MEETING	
JULY 5	SURPLUS TEACHERS' INFORMATION MEETING	
JULY 6	DEADLINE: TEACHER CONTACT INFORMATION FORMS RETURNED TO SECONDARY TEACHING OFFICE	
JULY 8	BOARD-WIDE PLACEMENT MEETING	
AUGUST 23	BOARD-WIDE PLACEMENT MEETING	
AUGUST 26	BOARD-WIDE PLACEMENT MEETING	
AUGUST 30	DEADLINE: MAPS APPLICATION (NOON)	
AUGUST 31	PULLBACK AND CONFIRMATION OF MAPS (NOON)	
SEPTEMBER 9	RECALL TEACHERS MEETING (TENTATIVE)	
OCTOBER 15	DEADLINE: LEAVE APPLICATIONS FOR SEMESTER 2	

*NB: When March 1st or May 1st falls on a weekend the deadline will be the next school day.

SCHOOL STAFFING COMMITTEES

1. Principles of Operation:

- The members of the School Staffing Committee will perform their duties in strictest confidence and will have access to the necessary data required to make decisions.
- Recommendations from the Committee will be determined by consensus.
- If outside advice is needed or if problems arise on the Committee, either or both of the Co-Chairs may seek assistance from the Senior Manager, Secondary Teaching Office, or from the President, OSSTF TTBU or their designates.

L19.5 The Committee will meet on a regular basis or at the request of either chairperson at a mutually convenient time.

L19.7 The School Staffing Committee will concern itself only with:

- a) developing and proposing a staffing model (which will meet the requirements of Workload Accord, the Education Act, or Regulations made thereunder, as amended from time to time) based on projected enrolment and staff allocation;

L19.8 Members of the School Staffing Committee shall be provided with information on enrolments, staffing (projected and actual), seniority and qualifications, program needs and school divisors on a timely basis. Such information should normally be provided to the members of the Committee within five days of the Principal or designate sending or receiving same.

SCHOOL STAFFING COMMITTEES

- March:

- Receipt of staffing information within five school days of Principal's receipt (Principals are encouraged to provide this information as soon as possible):
 - school's projected staffing, projected enrolment data and projected program needs;
 - alpha seniority list for their Teachers and a list in seniority order;
 - list of Teachers in the school requesting full year leaves without pay, half time teaching assignments and full time teaching assignments, Teachers returning from leave, Teachers returning from or going on the leave year under the Self Funded Leave Plan, resignations and retirements;
 - seniority verification documentation;
 - please refer to the TDSB Secondary Certification/Subject Codes 2021 in constructing the school staffing model.
- One copy of the above information will be provided to the Teacher Co-chair of the Committee for the confidential use of the School Staffing Committee only;
- Consider and respond to such program proposals and/or suggestions as are submitted to the Committee, including recommendations relevant to programs made by the school's Curriculum Leaders/Assistant Curriculum Leaders;
- Based on the above shared information, the Staffing Committee will begin the process to develop and propose a staffing model for the following school year. There should be an opportunity to consider various proposals for the staffing model.

SCHOOL STAFFING COMMITTEES

- April:
 - Develop and propose a staffing model for the following school year, by the date determined for the declaration of school surplus. The Principal will submit the staffing model to the Board and will copy the Branch President;
 - Monitor initial list of school vacancies in preparation for the pre-placement posting process;
 - Receive information on retirements, resignations, approved leaves, etc.:
 - Monitor Mutual Consent of the Teacher and the Principal where required;
Note: Mutual Consent does not apply for an assignment to a subject/program/course listed on a Teacher's seniority verification form as experienced but not certificated;
 - Review the list of Teachers surplus to the school for accuracy;
 - The Principal and Branch President or designate will inform Teachers, including those on a leave of absence, identified as surplus to school as per the surplus declaration dates identified in the Staffing Dates section;
 - See notification process in Surplus Declaration section;
 - Review list of potential pull backs. 

- May:
 - Review of list of school pull backs resulting from the pre-placement posting process;
 - Receive information on retirements, resignations, approved leaves, etc.

Note: changes to Teachers' timetables during the Cone of Silence [(period between the deadline date for pull backs) that result from the pre-placement posting and the announcement of staff changes (transfers, bumps, surplus, etc.)] (May 14, 2021 to June 7, 2021) are confidential to the Principal and Teacher Co-chair while the Board staffing processes described in this binder continue.

- June:
 - Immediately following the lifting of the “Cone of Silence” a meeting will be held with the entire staffing committee to share information regarding Teachers in the school who have been transferred or placed in other schools or who remain tentatively surplus to the Board or pulled back, including timetable changes;
 - Review staffing changes as they occur during the month: Pull backs, resignations, retirements, leaves, etc.;
 - Review for Accord compliance of tentative timetables prior to distribution to Teachers;
 - The Principal and the Branch President or designate will inform Teachers, including those on leave of absence, identified as surplus to the needs of the Board as per the surplus declaration dates identified in the Staffing Dates section;
 - See notification process in Surplus Declaration section.

PULL BACK PROCEDURES

The guiding principle for these staffing rules and procedures is the concept of keeping Teachers in their home schools or, if they become surplus, finding ways to return them to their home schools, subject to their seniority and their qualifications.

When a vacancy occurs in a school, the Principal will consider pull backs of surplus Teachers in order of seniority. Timetable changes will be considered to accomplish a pull back of a more senior surplus Teacher based on qualifications. Those changes will take into consideration other Teachers' timetables and the impact on school/program needs.

- In the following circumstances Teachers are no longer eligible for pull back:
 - Successful in obtaining a position in a Teacher Posting;
 - Successful in obtaining a Transfer;
 - Successful in obtaining a Position of Responsibility;
 - Approved for a MAPS;
 - Successful changing their FTE status by obtaining a full time position.
- These pull back procedures will be in place until 12 noon on August 31, 2021, for the 2021-2022 school year. In the event Teachers are required to report sooner, the deadline for pull backs shall be 12 noon, two working days prior to the first day of school for Teachers.

POSTING OF TEACHING VACANCIES

1. The First Teaching Posting Process:

- Vacancies that are identified on April 7, 2021 will first be considered for Teachers on the Facilitated Transfer List followed by Closing School/Program Teachers as per the Order of Operations. Please refer to the "Secondary School/Program Closing Staffing Procedures" section of this binder for a description of the process.
- All remaining vacancies will then be posted and will be open to current secondary school Teachers in the TDSB who have not been granted a leave of absence for the upcoming school year and those on their Self-Funded leave year.
- Teachers who were declared surplus to school/program on April 26, 2021 will be eligible to apply for these vacancies.
- Qualified part time Teachers may only apply for part time positions.
- Qualified full time Teachers may only apply for full time positions.
- The posting will be distributed on April 30, 2021 and will close noon on May 6, 2021. Interviews will be held on May 7, May 10 and May 11.

POSTING OF TEACHING VACANCIES

2. The Second Teaching Posting Process:

- The second teaching postings are vacancies which are identified as "true vacancies". These are vacancies that cannot be filled by a surplus Teacher or a Teacher requesting a transfer.
- When vacancies have been identified as "true vacancies", the positions will be posted across the TDSB. The posting will be distributed on June 8, 2021 and will close noon on June 14, 2021. Interviews will be held on June 15, June 16, and June 17, 2021.
- All secondary school Teachers may apply including those identified as surplus to the Board for the following school year.
- Teachers on leave for the following school year are eligible to apply for these posted positions. If they are selected, their leaves will be automatically rescinded and the new school becomes their home school.
- In the Second Teaching Posting process part time secondary school Teachers may apply for part time and/or full time positions. Full time Teachers who accept part time will have their contract status changed to 0.5 permanently.
- In the second Teaching Posting process Principals may consider applicants' certification based on 2 EBNCs or mutual consent to a maximum of 2 sections for a 1.0 timetable.

OVERVIEW OF THE SECONDARY STAFFING PROCESS

10. Order of Operations in Central Staffing:

- 1) Facilitated Transfers
- 2) School/Program Closing
- 3) Transfers
- 4) Placement of School Surplus Based On Learning Centre Preference
- 5) Placements of Surplus/Placements to be Reviewed
(combined in seniority order)
- 6) Bumping
- 7) Extreme Geographic Criteria
- 8) Part Time to Full Time Requests/Rescind Leaves of Absence
(combined in seniority order)
- 9) Eligible Replacement Teachers

Not all apply to each phase of the Central Staffing Process. Refer to individual sections in the Staffing Binder for specific details.

- Present at the table will be:
 - Senior Manager, Secondary Teaching (Chair)
 - Centrally Assigned Principal, Secondary Teaching
 - 2 Staffing Officers
 - 2 Principals from each of the Learning Centre Offices
 - Representatives from OSSTF TTBU
 - Staffing/Seniority Analyst
 - Support Staff
- Principals and Superintendents of Education may attend the Board-wide Placement Meetings as observers.

STAFFING RULES

20. Mutually Agreed Position Switch (MAPS):

This year, Mutually Agreed Position Switches will be approved under the following conditions:

- The switch is proposed after June 18, 2021.
- It is **Teacher-initiated.**
- Teachers must be fully placed as per their contract status.
- The switch is qualifications-based.
- The switch is supported by the two Teachers involved and the two Principals involved. The switch will not be approved without the agreement of all 4 people.
- Once both Teachers have completed the MAPS Application Form each Teacher must submit their signed form to the Secondary Teaching Office (fax: 416-397-3484).
- It is the role of the Secondary Teaching Office to confirm support of the two Principals involved. Teachers will be advised of the outcome of their request by the Staffing Officer.
- The switch will be recorded on a staffing log, after the Principals have confirmed support with the Staffing Officer.
- Once it has been approved, the switch will be permanent and the home schools of both Teachers will be changed. The Teachers will no longer be eligible for pull back.
- Teachers will receive feedback upon request when a MAPS is not supported.
- The deadline for MAPS Application forms is 12 noon on August 30, 2021.
- Confirmation of MAPS will occur by 12 noon on August 31, 2021.