

Changes to the 2022-2023 Secondary Staffing Manual (Blue Binder)

SECTION	PAGE	CHANGE <i>[cited Binder language is highlighted]</i>
Transfer Procedures	4	<p>Transfers will be considered at all Board-wide placement meetings throughout entire month of May, as opposed to merely at one special meeting and at LC placement meetings.</p> <p><i>Thereafter, until the end of the last Board-Wide Placement Meeting in May, the Transfer Committee will meet to consider transfers upon the conclusion of each Board-Wide Placement Meeting.</i></p>
Certification/ Subject Codes 2022	12	<p>The Certification Codes Table now includes a notation that non-degreed Teachers may have limitations regarding their assignments (e.g. they cannot be assigned to grant credits in General Education Subjects, excepting COP).</p> <p><i>Note: The staffing parameters applicable to non-degreed teachers are established under the Education Act - Regulation 298 – “Assignment or Appointment of Teachers”, accessible via the following link:</i> https://www.ontario.ca/laws/regulation/900298#BK14</p>
Posting of Vacancies	1	<p>Language has been included to further clarify that for First Teacher Postings a 0.5 FTE Teacher cannot increase contract status via a 0.5 FTE posting in a complementary semester or on alternate days.</p> <p><i>Part time Teachers who apply to an 0.5 vacancy which may appear complementary to their current teaching assignment will not have their FTE status increased to 1.0. For example, if a 0.5 Teacher timetabled for Semester 1 is the successful candidate for a posted Semester 2 position they will not be increased to full-time (1.0) status; rather, they will be a Part Time (0.5) Teacher now working in Semester 2 only.</i></p>

<p>School Staffing Committees</p>	<p>5</p>	<p>Language has been included to fortify the requirement for the Board to remit to the Bargaining Unit monthly Coverage and Supervision Utilization Summaries, currently mentioned only in the Coverage and Supervision Memorandum.</p> <p><i>The Secondary Teaching Office will provide monthly summaries of the usage of coverage and supervision for all schools to the Secondary Consultation Committee.</i></p>
<p>Leaves of Absence</p>	<p>2 (memo) and 7 (form)</p>	<p>Language was added to clarify that buyback is possible in some cases for half-time Leaves, based on OTF December 13, 2021 Communique.</p> <p><i>According to The Ontario Teachers' Plan Pension Board rules, in most cases selecting "Half Time All Year" is considered a voluntary reduction of workload and as such, is non-pensionable and buy-back options are not available. However, Teachers working part-time due to disability or childcare responsibilities may be eligible to purchase credited pension service in such circumstances. Please contact the Ontario Teachers' Pension Plan directly to see if you qualify.</i></p>
<p>Staffing Rules</p>	<p>10</p>	<p>Congregated sites (Central Etobicoke HS, Drewry SS, Eastdale CI, Frank Oke SS, Heydon Park SS, Maplewood HS, Sir William Osler HS, York Humber HS) are now added to the list of "Try-on" sites.</p> <p><i>Congregated Sites – see school list #17 pg. 16</i></p>
<p>Staffing Rules</p>	<p>11-12</p>	<p>Language has been included in the section to further clarify the procedures for staffing in TDSS sites.</p> <p><i>•The Principal of TDSS (ECP Section 23) Programs shall provide the following information to the Staffing Committee during the staffing process in April:</i></p> <ul style="list-style-type: none"> <i>a) a listing of all credit and non-credit courses in which students were enrolled at each site/agency throughout the current and previous school year</i> <i>b) a copy of the letter sent from the TDSS (ECP Section 23) Programs to agencies requesting input on program/course offerings for the coming year</i> <i>c) a summary of the course/program needs as...</i>

		<p><i>...expressed by the respective agencies</i></p> <p><i>d) staff timetables for the current and past school year.</i></p> <p><i>•The Principal or Vice-Principal will have a discussion with teachers about program needs for the upcoming year at their respective site/agency and provide a written summary of those discussions to the staffing committee.</i></p>
Staffing Rules	17	<p>Language has been added to clarify the entitlements of central e-learning Teachers during the staffing process.</p> <p><i>For purposes of staffing and surplus declaration, a Teacher assigned to teach e-Learning credit courses shall be included in the staff complement of the secondary school which is the work location of the Teacher. Each time the school is staffed the Teacher has the right to resume a full timetable of regular classes subject to the staffing provisions of the Collective Agreement.</i></p>
New Memorandum of Agreement		<p>Language was bargained to establish a staffing process and rights for members at the consolidating sites of York Memorial CI and George Harvey CI, including provisions for:</p> <ol style="list-style-type: none"> 1. A consolidated seniority list, with go-forward Home School entitlement 2. A consolidated School Staffing Committee, with the union right to participate in staffing the consolidated site 3. A one-time amendment to the Transfer Procedures allowing consideration of affected members prior to regular Transfers, including members declared surplus from the consolidating site 4. A one-time amendment granting consideration to POR holders from the legacy sites, including retention of POR positions at the consolidating site, maintenance of extant allowances for members successful in PORs elsewhere, and options to resign PORs without financial penalty