



Surplus Teachers Meeting



May 2022
OSSTF Toronto Teachers

TOPICS

1. Land Acknowledgement and Introduction
2. How did we get here?
3. What happens between now and end of June
4. What happens during the summer
5. Q&A

Introduction

Overview of how the staffing process operates:

- How the rules are created
- Who creates the rules
- Why the rules exist
- What are the rules

How the Staffing Rules are created

The Collective Agreement establishes a Secondary Consultation Committee, composed of representatives from the Board's administrative staff and from the Bargaining Unit. Included in that Committee's mandate is the establishment of a joint sub-committee (herein after referred to as the Staffing Binder Committee), with the purpose of 'refining the procedures for surplus, transfers and placement procedures" [Clause L21.13].

Secondary Staffing Manual: Introduction

WHO creates the Staffing Rules

The members of the Joint Board-OSSTF Staffing Sub-Committee are:

- OSSTF TTBU Representatives:
 - Chris Chandler, Vice-President (Co-Chair)
 - Danica Izzard, Executive Officer
 - Rony Masri, Executive Officer
 - Nicole Gauthier, Executive Officer

Secondary Staffing Manual: Introduction

WHO creates the Staffing Rules

- TDSB Representatives:
 - David Moore, Senior Manager, Secondary Teaching (Co-Chair)
 - Bruno Berto, Centrally Assigned Principal, Secondary Teaching
 - Sandi Tierney, Staffing Officer
 - Nadia D'Ambrosio, Staffing Officer
 - TBD, Staffing/Seniority Analyst
 - Martyna Adamczyk, Assistant Staffing Administrator
 - Tami Kelson, Principal, Albert Campbell C.I.
 - Vance Scott, Principal, Dr. Norman Bethune C.I.

Secondary Staffing Manual: Introduction

WHY the Staffing Rules are created

Feedback on the Staffing Binder process to both the Board and OSSTF TTBU for the staffing process 2021-2022 validated the commitment to keeping Teachers in their home schools or, if they become surplus, finding ways to return them to their home schools, subject, of course, to their seniority and qualifications. The changes to the 2022-2023 staffing process will make the staffing process even more efficient and more effective while helping Teachers obtain placements and timetables that will enhance their success.

Secondary Staffing Manual: Introduction

WHY the Staffing Rules are created

*When the **Board** experiences declining enrolment, or when the **Ministry of Education** changes funded averages...*

- To ensure our members' job security is determined by objectively quantifiable criteria, namely seniority and certifications
- To ensure that no judgements or preferences of Principals, the Board at large, or any regulatory body determine our members' job security
- To ensure that our members may enjoy the prospect of a multi-decade career, as a *professional vocation*

WHY the Staffing Rules are created

**And these principles are not guaranteed: they are
bargained,
grievable, and
arbitrable.**

**And these principles are not safe:
governments have threatened them.**

WHY the Staffing Rules are created

- The February 2012 Drummond Report:

Recommendation 15-6: Bumping provisions (i.e., seniority) in collective agreements are unduly impeding the move towards a progressive and efficient public service. The government needs to work with bargaining agents and employers to explore options for modifying these provisions and monitor progress towards fixing this problem.

- The October 2020 repeal of Regulation 274, and seniority-based interviews for contract teaching jobs

WHAT are the Staffing Rules?



The "Blue Binder"

WHAT are the Staffing Rules?



Member Resources

[Women's Advocate Program](#)

[Collective Agreement Rights and Protections](#)

[Anti-Racism](#)

[Benefits](#)

Staffing & Workload

[2022-2023 Secondary Staffing Manual \(Blue Binder\)](#)

[Coverage and Supervision Memo 2021-22](#)

[School Staffing Committees Election Procedures](#)

Staffing & Workload

2022-2023 Secondary Staffing Manual (Blue Binder)

The following links are the finalized sections of the 2022-2023 Secondary Staffing Manual.

Click the appropriate link to take you to the information you are looking for about our staffing and surplus process and related forms and documents:

- [Staffing Binder Single Searchable Document 2022-2023](#)
- [Table of Contents](#)
- [Introduction](#)
- [Map Learning Centre 1](#)
- [Map Learning Centre 2](#)

The
"Blue
Binder"

WHAT are the Staffing Rules?

L21.17 The sub-committee shall, by mutual agreement, on or before March 15, determine the necessary refinements to the surplus, transfer and placement procedures.

L21.18 The procedures in effect as of the date of ratification of this Agreement may be amended from time to time by the sub-committee.

L21.19 The procedures in L21.18 will be published as the “Secondary Staffing Binder” and made available by the Board to the Bargaining Unit office and School Staffing Committee co-chairs.

WHERE are the Rules applied?

Two overall levels to the process:

“School Staffing Committee”

- For in-school staffing, based on staffing allocations to individual worksites
- Proposes staffing model, including “vacancies”
- Declares first instance of “surplus”
- Reviews Pullbacks

“Central Staffing Table”

- Secondary Teaching Office, Principals, and TTBU Staffing Officer place surplus Teachers into vacancies

WHAT are the Staffing Rules?

Guiding Principles:

- Staffing rules are guided by seniority subject to qualifications (certificated and experienced but not certificated).
- Staffing Rules and Procedures will be guided by the principle of keeping Teachers in their home schools or if they become surplus finding ways to return them to their home schools subject to seniority and qualifications.

In School Staffing Process

- In-School Staffing Committee will meet multiple times prior to tentative surplus declaration
 - Up to 4 OSSTF TTBU members, the Principal and timetabling Vice-Principals
 - Principal and Branch President are co-chairs
- Process is confidential
- Process is ongoing

In School Staffing Process

- 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;
- TDSB Secondary Certification/Subject Codes 2022 list

In School Staffing Process

- Review course selection data to determine which courses will run based on student choice and class caps
- After courses are established proceed to timetable teachers subject to seniority and qualifications
- Determine school surplus and/or school vacancies
- Submitted to Employee Services

How Teachers Are Assigned Courses

- Seniority and Qualifications
 - Certification bumps certification (based on seniority)
 - Certification bumps experienced but not certificated (not dependent on seniority)
 - Experienced but not certificated cannot bump certification (not dependent on seniority)
 - Experienced but not certificated bumps experienced but not certificated (based on seniority)

Other Considerations

- Home school
- FTE status
- Teacher request consideration
- Position of Responsibility

What Does “Surplus” Mean?

- When a Teacher cannot be placed into a timetable because of their seniority and certifications
- Tentative surplus to the school
- Written surplus to the school
- Surplus to the TDSB

Staffing: Highlights of Key Dates (Now - June)

- **May 13:** Surplus letter
- **May 16:** Deadline to withdraw transfer request
- **May 17 - June 6:** Cone of Silence
- **June 6:** Teachers advised of tentative surplus to Board or new placement
- **June 7:** Round 2 postings; POR Round 5 postings
- **June 22:** Board-wide placement meeting
- **June 23:** Deadline for distribution of tentative timetables
- **June 30:** Teachers advised of status re: surplus to Board or new placement

Pullback

- Staffing Rules and Procedures will be guided by the principle of keeping Teachers in their home schools or if they become surplus finding ways to return them to their home schools subject to seniority and 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.

Secondary Staffing Manual: Pullback Procedures section: p.2

Pullback

- If a vacancy occurs in the home school of a Teacher who was school surplus or was bumped, that Teacher will be pulled back to the home school when all of the conditions below are met:
 - The Teacher has the qualifications to fill the vacancy in the home school.
 - Where there is more than one Teacher from the home school who meets these conditions, then the more senior Teacher will be the one pulled back.

Pullback

- 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.
- Pullback procedures in place until noon August 31, 2022.

What is Bumping?

- Invoked when the board cannot guarantee that it will have jobs for all of the teachers in the system who are surplus to their school
- Meaning, the board not sure that it will have placements for everyone surplus to school by August 31
- If this is the case, the system must be shuffled to ensure that the most junior teachers (subject to qualifications) are declared surplus to the Board
- System notification at end of May

Central Staffing: What does it look like?

- Representatives from TDSB and OSSTF Toronto TBU
- Lists of all members surplus in order of seniority, with qualifications, EBNCs, LC preference, etc. (Info from Seniority Verification form).
- Lists of (secondary) vacancies available

Transfers

Deadline: noon on March 1st

Staffed by the Central Staffing Committee based on **qualifications** and **locations requested** (specific school(s), Learning Centre(s) or anywhere across the Board), **in order of seniority.**



Transfers

What happens if you submit a request and...

(1) now declared surplus to your school?

Answer: The transfer request is put on hold, until you are "pulled back" to your home school or staffed centrally





Job Postings

- 2 job postings (usually) for Board-wide vacancies
- **First round** after written surplus declaration to schools (**April 28**)
- **Second round** after the cone of silence ends (**June 7**)
- **All teachers may apply** - even those that are surplus

First Postings

- Must be fully qualified

Second Postings

- Principals may consider applicants' certification based on **2 EBNCs or mutual consent to a maximum of 2 sections** for a 1.0 timetable.

First Postings

- Contract status must match (i.e. part-timers can only apply to part-time vacancies)
- Quick Maths:
0.5 + 0.5 does not equal 1.0

Second Postings

- Part-timers may apply for either a 0.5 or 1.0 position
- Obtaining a complementary 0.5 or 1.0 will allow a 0.5 member to become 1.0

Central Staffing: An ongoing process

- If declared surplus to Board on June 30, ensure you've completed your **Contact form by July 6th**
- Central Staffing continues to meet throughout the summer **until August 31**
- When successfully placed, the teacher will be contacted **within 24 hours** of the central staffing committee meeting by phone or email.

Unhappy with a Placement?

OSSTF Toronto Teachers has **negotiated** the following options for you with the Board:

- **Mutually Agreed Position Switch
(M.A.P.S.)**
- **Extreme Geographic Criteria (EGC)**

1. Mutually Agreed Position Switch (M.A.P.S)

- Available from June 18 – August 31
- Must have a timetable.
- Can post your timetable on the osstftoronto.ca website and/or look for a timetable at another school
- Switch is qualifications based

**A
sample
MAPS
request**

Name	School
Rockstar Teacher	Happy High School
Certifications	Experienced but not Certificated subjects
Biology,science, intermediate math	none
Tentative timetable at current school	Earl Haig S.S 3 x SNC2D1 2 x MPM2D1 1 x SBI3U
Preferred location	East End. Scarborough region. Schools Preferred are:- Albert Campbell, Agincourt,
Contact Information	Woburn, David and Mary Cl.

luvbio@gmail.com or 647-647-6476

1. Mutually Agreed Position Switch (M.A.P.S)

- All four parties must agree for the switch to happen – both principals and both teachers.
- The switch is permanent (i.e. no longer eligible for pull back to home school)

Extreme Geographic Criteria (EGC)

- New school placement is a geographic hardship compared to your **previous school**
- The board will not consider where you live.
- Applications considered until August 31
- You can only apply once for this list during the same staffing process

Secondary Staffing Manual: Staffing Rules section: p.7-8

3. Placements To Be Reviewed List

- Teacher is placed but believes they are not appropriate

Examples:

- nature of the program
- specialized training required
- teacher may be qualified in the subject but may not have taught it for many years

Applications considered until August 31

Secondary Staffing Manual: Staffing Rules section: p.6-7

At the Board-wide Placement Meetings, Teachers will be considered in the following order:

- 1.** Unplaced (Surplus) Teachers list/Placements to be Reviewed list (combined in seniority order)
- 2.** EGC list
- 3.** Part Time to Full Time list/Rescind Leave of Absence list (combined in seniority order)

All forms can be found:

- OSSTF Toronto website under Member Resources – Secondary Staffing – Staffing Rules
- TDSB website under Employee Services – Forms - Secondary Teaching



Need support on which
process is right for your
situation?

**Contact your
Executive Officer**