



# New Members Workshop: Staffing



OSSTF Toronto Teachers

# TOPICS

1. Overview of how the staffing process operates
2. How surplus declaration works
3. Next steps for surplus members
4. Other opportunities in the Staffing Process

# 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 (hereinafter 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*

# How the Staffing Rules are created

*L21.13 The Board and Bargaining Unit agree that a joint sub-committee of the Secondary Consultation Committee shall be convened no later than November 30 for the purpose of refining the procedures for surplus, transfer and placement procedures. The subcommittee shall have equal membership which may include members co-opted expressly for this function.*

*The 2019-2022 Collective Agreement*

# 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?

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.

# WHAT are the Staffing Rules?



Toronto Teachers' Bargaining Unit

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Member Resources

Women's Advocate Program

Collective Agreement Rights and  
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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"

# 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 surplussed Teachers into vacancies

# WHAT are the Staffing Rules?

Two basic terms:

“SURPLUS”

- When a Teacher cannot be placed into a timetable because of their seniority and certifications.

“VACANCY”

- A timetable to which a Teacher has not been assigned.

# 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

- Seniority Verification Process
  - Teacher required to review and verify Information
- Distributed January 11, 2023
- Due to principal no later than January 31, 2023

Toronto District School Board  
Verification of Seniority Data – OSSTF TTBU

**Section 1:**

Teacher Name:  
School:  
Employee Number:

OCT Number:  
Degree:  
FTE Status:

**Section 2:**

According to our records the following is your teaching experience as of June 30, 2022 (recognized for Seniority purposes):

Eligible Aggregate    Most Recent Continuous    AggregateSec    Other

**Section 3:**

To make changes in sections 3 and 4 below, please refer to the accompanying memo and Course Code list. Changes to Certification must be registered with the College of Teachers as soon as possible.

**Certified:**

**Experienced But Not Certified (EBNC):**

**Section 4:**

**Surplus Placement Preference Information**

In the event you are declared surplus during the Secondary Staffing Procedures, we will use this information below as a GUIDELINE for staffing purposes 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):

Holds certification in Special Education and willing to teach Developmental Disabilities (DD): Yes   No   (Circle one)

Circle One Learning Centre of the TDSB in which you would prefer to be placed:

Learning Centre 1   Learning Centre 2   Learning Centre 3   Learning Centre 4

Please ensure Corrections or Deletions (EBNC) are clearly marked. Teachers who are currently on leave should submit forms to their Home School Principal.

Please return to your Principal by Tuesday, February 1, 2022

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

# In School Staffing Process

Section 1 - FTE 0.5 or 1.0

Section 2 - As of June 30, 2023  
Includes secondary and  
elementary Teaching  
Experience with the TDSB and  
all Predecessor Boards, LTOs

Section 3 - Certificated is what  
appears on OCT; EBNC is a  
TDSB process

## Toronto District School Board Verification of Seniority Data – OSSTF TTBU

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School:

Degree:

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AggregateSec

Other

### Section 3:

To make changes in sections 3 and 4 below, please refer to the accompanying memo and Course Code list. Changes to Certification must be registered with the College of Teachers as soon as possible.

#### Certificated:

#### Experienced But Not Certificated (EBNC):

# In School Staffing Process

Section 4 - Essential to complete! Choose one LC only, a map outlining sites in each LC will accompany the form

Spec ed qualified? Make sure to circle yes or no for DD

## Section 4:

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

# 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 2023 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

# In School Staffing Process

- School Allocation sheet provides number of teachers, in order of seniority, who are entitled to a timetable on your school seniority list
- If there are more people on your seniority list than your school is allocated, the difference between those numbers will need to be declared surplus
- If your school is allocated more teachers than are on your seniority list, there are vacancies at the school that will need to be posted

# 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 considerations and administration's programming rights
- Position of Responsibility
- Physical Education

# What Does “Surplus” Mean?

- Tentative surplus to the school (April 4.2023)
- Written surplus to the school (April 24.2023)
- Surplus to the TDSB (June 30.2023)

# 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 Cone of Silence

# Staffing: Highlights of Key Dates

- **March 20:** Allocation rollout (tentative)
- **April 4:** Tentative Surplus to School
- **April 24:** Surplus to School letter
- **May 1:** Part to Full form submission deadline
- **May 12:** Cone of Silence begins
- **June 5:** Teachers advised of tentative surplus to Board or new placement; Cone of Silence lifts
- **June 30:** Teachers advised of status re: surplus to Board or new placement

*Secondary Staffing Manual: Staffing Dates section*

# Cone of Silence



- May 12 - June 5
- Staffing information is confidential to the Central Staffing Table, school Principals and Staffing Committee Teacher Co-chair during the time period
- At the end of this period, information shared with you about your status via letter if you have been placed.

# 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, 2023.

# 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

# Central Staffing: An ongoing process

- 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.

# Central Staffing: The Try-on Process

- Early in the central staffing process, surplus teachers will be contacted if tentatively placed in placement that is considered a "try-on". E.g. alternative schedule, specialized setting, etc.
- Under the try-on rules, either the Teacher or the Principal may indicate that the placement is a fit or is not a fit
- If teacher decides the placement is not a fit, will be returned to surplus list for attempt at placement another day.

# Unhappy with a Placement?

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

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

# 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*

# 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*

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

- Available from June 23 – August 30
- Must have a timetable.
- Switch is qualifications based
- Can post your timetable on the [osstftoronto.ca](http://osstftoronto.ca) website and/or look for a timetable at another school

**A  
sample  
MAPS  
request**

Name	School
<b>Rockstar Teacher</b>	<b>Happy High School</b>
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, Woburn, David and Mary Cl.
Contact Information	

**luvbio@gmail.com or 647-647-6476**

# 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)



# Looking to Switch to Full-Time?

## (1) By Application

Deadline: **May 1st by noon**

- Request can be
  - At any school
  - By Learning Centre
  - Current school



# Looking to Switch to Full-Time?

## (1) By Application (cont'd)

- Placements done by the Central Staffing Committee until **August 31st**
- The **more restrictive** the request, the **less likely** for a placement
- No guarantee of placement



# Looking to Switch to Full-Time?

## (2) Second Round Job Postings

- Posted in early June
- Part-time contract teachers may apply for full time vacancies or a complementary 0.5 vacancy
- If successful, then you are full time



# Job Postings

- 2 job postings (usually) for Board-wide vacancies
- **First round** after written surplus declaration to schools (**April 28**)
- **Second round** after written surplus declaration to the Board (**June 6**)
- **All teachers may apply** - even those that are surplus

# First Postings

- Must be fully qualified

# Second Postings

**“true vacancies”**

- 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

# The Interview Process

- Principals may short-list with a minimum of 4 candidates to be interviewed
- Less than 5 qualified candidates - then all applicants will be interviewed
- Asked all the same questions - given in print form and read aloud to you

# The Interview Process

- **At least one reference** checked (should be VP, P or Supervisory Officer)
- **Feedback notes** taken for the unsuccessful candidates and kept on file **for 12 months**
- Successful candidates contacted by their Staffing Officer, including multiple offers presented (if lucky) and your preference will be sought

# 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

# Transfers

What happens if you submit a request and...

**(2) obtain a position in the first round?**

**Answer:** The transfer request is withdrawn.



## All forms can be found:

- **OSSTF Toronto website**
  - under Member Resources → Staffing & Workload
  - 2022-2023 Secondary Staffing Manual (Blue Binder) → Staffing Rules
- **TDSB website**
  - under Employee Services → Forms → Secondary Teaching



## Member Resources

### Women's Advocate Program

Resources and assistance for Members experiencing domestic violence.

### Benefits

Includes information on Health and Dental plans, LTDI as well as other supports.

### Adult Day Schools

Resources for teachers in Adult Day School Programs.

### Collective Agreement Rights and protections

The Collective Agreement, the Workload and information on Member Protection and Leave Provisions

### Staffing & Workload

Includes the Secondary Staffing Manual and the Workload Accord.

### Bargaining

Bargaining Bulletins and information on local and province-wide bargaining

### Anti-Racism

There are 100's of anti-black racism and anti-racism resources available, and we encourage you to do your own research and to speak to your colleagues and friends to offer and get recommendations.

### Health and Safety

Information, advice, and forms with a focus on teacher and student safety, and our protections under the Occupational Health and Safety Act..

### Teacher Performance Appraisal

TPA information and resources.



**Need support on which process is right for  
your situation?**

**Contact your Executive Officer**



**Please complete the feedback survey  
on your agenda!**

