

OVERVIEW OF THE SECONDARY STAFFING PROCESS

INDEX

	Page
1. Seniority Verification	1
2. Seniority Lists.....	1
3. Enrolment Projections.....	2
4. Staffing Allocations & Staffing Binder Review.....	2,3
5. Development of the Staffing Model.....	3
6. School Surplus Declaration.....	3
7. School/Program Closing Procedures.....	3
8. Posting of Teaching Vacancies.....	3
9. Pull Backs.....	3,4
10. Order of Operations in Central Staffing.....	4
11. Transfer Committee Meetings.....	4,5
12. Learning Centre Placement Meetings.....	5
13. Board-wide Placement Meetings.....	5,6
14. Declaration of Board Surplus.....	6,7
15. Staffing Processes in Late June, July & August.....	7
16. Staffing Processes in September/October.....	8
17. Placement Meetings for Teachers on the Recall List.....	8

OVERVIEW OF THE SECONDARY STAFFING PROCESS

1. Seniority Verification:

- Information required for seniority lists will be collected on or before **February 1, 2023**.
- All Teachers will complete the Placement Preference Information Section as part of the verification process, to assist in the placement of Teachers should they be surplus at any time in the staffing process.
- The data included for each Teacher on the lists shall be made available to the Teacher in the Teacher's school by **January 11, 2023**, and the Teacher shall verify the data by **February 2, 2023**.
- New hires in February will complete seniority form information as part of the documentation process.
- Principals will clearly communicate the following with Teachers:
 - that data on the seniority verification form must be accurate;
 - **all subjects on the seniority verification form, whether certificated or experienced but not certificated, may be reflected on a Teacher's timetable during the staffing process.**
 - If you do not wish to be considered for a code listed as experienced but not certificated on your seniority verification form you must delete the code from this area by circling and marking "delete".

2. Seniority Lists:

- **Seniority lists will be available in the schools on February 24, 2023.**
- Schools will receive an alpha list for their Teachers and a list of staff in seniority order. OSSTF TTBU and the Staffing Officers will receive a full master seniority list and a full alpha list.
- Complete list and qualifications, including Division in General Education subjects and Basic/Advanced in Technological Education subjects, will be forwarded to OSSTF TTBU, prior to tentative surplus declaration.

3. Enrolment Projections:

- Enrolment projections for the coming school year will be prepared by Planning staff, in consultation with school Principals, and will be finalized by mid-February each year.
- These projections will be used by the Business Services and Planning staff to determine the staffing numbers for the secondary schools in the TDSB.
- The enrolment projections for the school will be provided to the School Staffing Committee when they are received in the school.

4. Staffing Allocations and Staffing Binder Reviews:

- The Senior Manager, Secondary Teaching, will conduct an information session, for new Administrators, on the 2023-2024 Staffing Binder materials on **February 22, 2023**. Representatives of OSSTF TTBU will be invited to attend.
- Staffing will be allocated to secondary schools by Planning staff, based on formulae that have been designed in consultation with Employee Services (ES) and the Principals. Included in the staff allocation numbers will be:
 - A flex holdback, to meet local program needs and to address anomalies in the staff allocations prior to the commencement of the staffing process in late March. Part of this holdback will be retained to address staffing problems that arise as the school staffing process progresses in the spring;
 - A mandatory holdback that will not be released prior to September;

No later than **March 31** of each school year, following the release of the Grants for Student Needs to school boards and prior to the initial allocation of secondary Teachers for the upcoming school year, the Executive Superintendent of Employee Services or designate will review with the Secondary Consultation Committee the generation of the proposed total secondary Teacher allocation for all programs [clause L25.2]. The date of this meeting for 2023–2024 will be **March 20, 2023** (tentatively).

- Staffing allocations on a school-by-school basis will be distributed to the schools by Employee Services. This date will be **March 20, 2023** (tentatively). Representatives of OSSTF TTBU will be invited to attend.

- After staff allocation, and before surplus declaration, allocations will be reviewed to identify anomalies. Flex holdback may be distributed to address these circumstances.

5. Development of the Staffing Model:

- The process is outlined in the School Staffing Committee section of the Binder.

6. School Surplus Declaration:

- Refer to Surplus Declaration section of the Binder for full details on the process. Important dates to remember:

Teachers Tentatively Identified: **April 4, 2023**
Teachers Informed By Letter: **April 24, 2023**

7. School/Program Closing Procedures:

- Prior to the commencement of the transfer process and the second posting process, Teachers at closing schools/programs will have an opportunity to be transferred to fill any of the school vacancies listed by the Secondary Teaching Office.
- In this year's process a meeting will take place on **April 24, 2023, and preferred vacancies will be identified by April 26 by noon.**
- The procedures for Teachers and Teachers holding Positions of Responsibility in schools/programs that are being closed by the commencement of the next school year are described in the Staffing Binder, under "Secondary School/Program Closing Staffing Procedures".

8. Posting of Teaching Vacancies:

- Refer to the Posting of Teaching Vacancies section in the Binder for full details on the process. Important dates to remember:

First Teaching Posting: **April 28, 2023**
Second Teaching Posting: **June 6, 2023**

9. Pull Backs:

- 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.

- The rules regarding pull backs fall into three time frames:

Prior to **May 12**

May 12 to May 19

May 23 to August 31

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.

11. Transfer Committee Meetings:

- The requests for transfer will be considered at Transfer Committee Meetings, chaired by the Senior Manager, Secondary Teaching.
- After consideration of Teachers on the **Facilitated Transfer List** and unplaced Teachers in **schools/programs scheduled for closure**, transfer requests from other Teachers will be dealt with by the Committee.
- All secondary Principals must be available by telephone when Transfer Committee Meetings are being held. The Principals representing the Learning Centre Offices will be responsible for contacting other Principals from their Learning Centre Offices should questions arise during the Transfer Committee Meetings.
- Other secondary Principals and Superintendents of Education may attend as observers for all Transfer Committee Meetings, with the exception of those meetings dealing with Teachers on the Facilitated Transfer List. Observers will not participate in the discussions.
- The transfer requests will be considered in accordance with the procedures outlined in the "Transfer Procedures" document, found in this binder.

- **The first Board-wide Transfer Committee Meetings will take place on May 15 (morning – facilitated transfers; afternoon – all other transfers). The final Transfer Meeting prior to the Learning Centre Placement Meetings will take place on May 19, 2023. Thereafter, until the end of the last Board-wide Placement Meeting in May, transfers will be considered upon the conclusion of each Board-wide Placement Meeting.**
- Teachers will be informed if their transfer has been granted on **June 5, 2023**.

12. Learning Centre Placement Meetings:

- Learning Centre Placement Meetings will place surplus Teachers into available vacancies through a Learning Centre placement process. Updated information about transfers will be given to these meetings on a daily basis.
- As a guiding principle, the staffing rules that govern the Learning Centre Placement Meetings will also govern the Board-wide Placement Meetings.
- All Principals will participate in their Learning Centre's meetings, which will be chaired by the Senior Manager, Secondary Teaching, assisted by the Staffing Officers. Representatives from OSSTF TTBU will also participate in the process.
- **The Learning Centre Placement Meetings will take place May 17 and May 19, 2023.**
- Superintendents of Education may attend these meetings as observers.

13. Board-wide Placement Meetings:

- Board-wide Placement Meetings will be held on, **May 24, 25, 26, 29, 2023**, as needed.
- 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.
- The Staffing Officers will ensure that up-to-date staffing information is coordinated from the Learning Centre Placement Meetings and the Transfer Committee Meetings.
- As a guiding principle, the staffing rules that will govern the Learning Centre Placement Meetings will also govern the Board-wide Placement Meetings.
- The Board-wide Placement Meetings will continue until their purpose has been met.

14. Declaration of Board Surplus:

- Refer to Surplus Declaration section of the Binder for full details on the process. Important dates to remember:

Teachers Tentatively Identified: **June 5, 2023**
 Teachers Informed By Letter: **June 30, 2023**

- At the last Board meeting in May, the Board will be notified of the Teachers tentatively identified as surplus to the Board for the following school year. The Board-wide Placement Committee will continue its work.
- The Collective Agreement requires that Teachers shall be advised, on or before **June 8**, that they are tentatively surplus to the Board or remain surplus to their school but have been tentatively assigned to a position in another school, with the location of that placement. This notification will be given by the school Principals in a letter prepared by the Secondary Teaching Office.
 - The Branch President or designate will be present when the surplus Teachers, including those on a leave of absence, are informed of their status.

See notification process in the Surplus Declaration section.

- On **June 5, 2023**, the “cone of silence” on the staffing process is lifted.
- At the last Board meeting in June, the Board will terminate the employment of Teachers still surplus to the Board, effective **August 31**.

- On or before **June 30**, Principals must inform Teachers that they are surplus to the Board, and their contracts terminated as of **August 31**. They will present the surplus Teachers with a letter from the Secondary Teaching Office stating this. **In 2023, this notification will be given on June 30.**
 - The Branch President or designate will be present when surplus Teachers, including those on a leave of absence, are informed of their status.

See notification process in the Surplus Declaration section.

- Recall rights for Teachers, whose contracts are terminated because the Teachers are surplus to the Board, are contained in the Collective Agreement and are summarized under “Recall Rights and Procedures”.

15. Staffing Processes in late June, July and August:

- **Prior to Board-wide Placement Meetings, a separate meeting is held to consider Teachers remaining on the:**
 - Facilitated Transfer list;
 - Closing School/Program list.

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

- Unplaced (Surplus) Teachers list/Placements to be Reviewed list (combined in seniority order);
 - Extreme Geographic Criteria list;
 - Part Time to Full Time list/Rescind Leave of Absence list (combined in seniority order).
- **Board-wide Placement Meetings will adjourn after July 11, 2023. The meetings will re-commence on August 21, 2023.**
 - The pull back procedures, described in the “Pull Back Procedures” section apply to the Teachers who obtain a school placement **up to 12 noon, August 31.**
 - As noted in the “Recall Rights and Procedures” section of the binder, Teachers who are declared surplus to the Board and whose employment with the Board is terminated as of **August 31, 2023**, must complete and email (melissa.wells@tdsb.on.ca) the Teacher Contact Information form provided by the Board **by 12 noon, July 12, 2023.**

16. Staffing Processes in September/October:

- The Senior Manager, Secondary Teaching will oversee the staffing process across the TDSB in the fall and will meet with the Staffing Officers regularly. The major responsibilities of the Senior Manager and the Staffing Officers at this time will be:
 - To ensure the appropriate recalls and placements of surplus Teachers.
 - To adjust staff allocations where needed.
 - To fill vacancies.
 - To identify needs requiring the release of holdback.
 - To provide updates to the Executive Superintendent of Employee Services, on a weekly basis.
 - To provide updates on a weekly basis to OSSTF TTBU.
 - To review with the Secondary Consultation Committee adjustments to enrolment and Teacher allocation.
- Learning Centre Staffing meetings will be held with the Principals and OSSTF TTBU as required, to review vacancies, enrolments, staffing allocation adjustments and requests for holdback considerations. Superintendents of Education will be invited to these meetings.
- Requests for leaves without pay of significant duration or mutual consent resignations must be forwarded to the Senior Manager, Secondary Teaching Office, for approval.

17. Placement Meetings for Teachers on the Recall List:

- In a year when there are Teachers on the recall list meetings will be organized by the senior manager when vacancies arise. The Board will advise OSSTF TTBU of such meetings as soon as possible and invite them to attend.