

PULL BACK PROCEDURES

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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.

1. **Pull Back to the home school for Teachers who are initially declared school surplus, prior to the commencement of the Transfer Meetings:**

- Principals will inform Teachers that they have been identified as tentatively surplus to school on **April 4, 2024**, and will inform the Senior Manager, Secondary Teaching Office, of the list of tentatively school surplus Teachers by 12 noon on **April 4, 2024**.
- Vacancies that are identified on **April 4, 2024**, will first be considered for Teachers on the Facilitated Transfer List followed by Closing School/Program Teachers in seniority order as per the Order of Operations.
- **As a result of this posting and selection process, new “vacancies” will be created by the filling of some or all of the posted positions.**
 - Principals will pull back, subject to seniority and qualifications, one or more of their Teachers who had been identified as surplus to school on **April 4, 2024**.
 - Principals must describe the vacancy and indicate any intended pull back to their Staffing Officer, by 12 noon, **May 9, 2024**.
 - The Staffing Committee will meet to review intended pull backs.
 - Senior Manager, Secondary Teaching, will confirm all pull backs on **May 10, 2024**. This information will be shared with OSSTF TTBU, either in a meeting or by an electronic document.

2. **Pull Back to the home school for Teachers who remain school surplus on or after May 10, 2024, prior to the end of transfer closing date May 27, 2024.**

- As vacancies occur at the Learning Centre Placement Meetings, Teachers who were identified as surplus to their home school may be placed in another school, subject to their seniority and qualifications.

- If there is a Teacher who has requested a transfer to a school where there is a qualified Teacher who meets the conditions for a pull back as described directly below, the pull back Teacher has the right to the position over the Teacher requesting the transfer.
 - **If a vacancy occurs in the home school of a Teacher who was school surplus, that Teacher will be pulled back to the home school, subject to seniority and qualifications.**
3. **Pull Back to the home school for Teachers who remain school surplus after May 27, 2024, prior to the termination of Teacher contracts as of August 30, 2024:**

- As vacancies occur at the Board-wide Placement Meetings, Teachers who were identified as surplus to school or were bumped from their home school may be placed in another school, subject to their seniority and qualifications.
- 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.
- In a year when bumping has been invoked and there is a more senior qualified Teacher remaining on the surplus list, then that more senior surplus Teacher will be placed in the vacancy instead of the pull back.
- Notwithstanding the above, in years when bumping has been invoked, and there is a qualified Teacher on the Facilitated Transfer list who is fully placed according to their contract status, that Teacher will be placed into the vacancy instead of the pullback

Please note:

- Nothing in these procedures prevents a massaging of placements and transfers, so that the guiding principle of finding ways of returning Teachers to their home schools, subject to their seniority and qualifications, is upheld.
- Staffing Officers will be responsible for co-ordinating the information relevant to potential pull backs.
- Teachers who are tentatively identified as surplus to the Board and are so informed on **June 3, 2024**, will be placed in vacancies that arise after that

date, subject to their seniority and qualifications. When placements are found, these Teachers are subject to the pull back provisions as described above.

- 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 30, 2024**, for the **2024-2025** 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.