

# TRANSFER PROCEDURES

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## TRANSFER PROCEDURES

### MEMBERS OF THE TRANSFER COMMITTEE

- The responsibility for transfers as part of the staffing process will be given to the members of the Transfer Committee. The members of the Committee are as follows:
  - Senior Manager, Secondary Teaching (Chair)
  - Centrally Assigned Principal, Secondary Teaching
  - Staffing Officers, Secondary Teaching
  - 2 Principals from each of the four Learning Centres
  - OSSTF TTBU Representatives
  - Support Staff, Secondary Teaching
- Other Secondary Principals and Superintendents of Education who wish to observe the process may attend, but no observers will be able to participate in the discussions at the table.

### CONFIDENTIALITY

- All members of the Transfer Committee and observers will be bound by the rules of utmost confidentiality.
- As surplus procedures are likely to impact on some completed transfers, all transfers being considered and/or accommodated will be kept in the strictest confidence until the notification letters are distributed on **June 3**.
- **Principals, Superintendents of Education and OSSTF TTBU representatives will not inform staff of any results until procedures are completed.**

## TRANSFER PROCEDURES

### (a) Teachers in Schools/Programs Scheduled for Closure:

- Teachers in schools/programs scheduled for closure the following September who have not already been placed will have their transfer requests addressed after those on the Facilitated Transfer List and before all others who requested transfers.

### (b) Facilitated Transfers:

**There are occasions where, for very special circumstances and with the full knowledge of the Teacher, the Principal, the Superintendent of Education and OSSTF TTBU, a Teacher needs to be transferred from the current home school. The process to effect such a transfer is described below:**

- Names for consideration for Facilitated Transfer will be provided by OSSTF TTBU and by the Employee Services Department to a joint committee. Both parties will share relevant information associated with the request for Facilitated Transfer.
  - The Committee will be composed of two members: the Senior Manager, Secondary Teaching Office and an OSSTF TTBU representative;
  - Seniority/Staffing Analyst, Secondary Teaching;
  - If both parties agree, the Teacher will be added to the Facilitated Transfer List;
  - If there is no agreement, the Teacher will not be added to the Facilitated Transfer List;
  - **Teachers who have received one unsatisfactory rating and who have not completed the next appraisal process and Teachers who are “under review” (i.e., have received two consecutive unsatisfactory ratings) will only be considered for Facilitated Transfer with the prior approval of the Senior Manager, Secondary Teaching and the OSSTF TTBU representative;**
- Placements **into vacancies** of Teachers on the Facilitated Transfer List will **occur prior to the regular Transfer Process** by a sub-committee of the Transfer Committee. The members of the sub-committee will be:
  - Senior Manager, Secondary Teaching
  - Centrally Assigned Principal, Secondary Teaching
  - 2 TDSB Staffing Officers, Secondary Teaching
  - 2 OSSTF TTBU Staffing Officers
  - Staffing/Seniority Analyst, Secondary Teaching

- **These meetings will be held in private, to protect the confidentiality of the Teachers on the list. The first meeting to consider those on the Facilitated Transfer List will be held immediately before the first transfer meeting. This list will be kept confidential to the members of the sub-committee of the Transfer Committee.**
- Teachers who have been added to the Facilitated Transfer List will be notified by OSSTF TTBU. They will be informed that once a suitable placement is found, they will be transferred automatically to that placement.
  - Teachers will not be given a choice of placement.
  - Teachers will be asked for their preference of Learning Centre, although such geographic preferences may not be able to be granted.
  - Placements will be made on the basis of the Teacher's seniority and qualifications and subjects they have successfully taught as indicated on the verification of seniority form.
- The Senior Manager, Secondary Teaching will notify OSSTF TTBU, in writing, which Teachers are placed on the Facilitated Transfer List.
- Teachers who are transferred will be notified by Employee Services.
- When a Teacher is placed at a school through the Facilitated Transfer process for medical reasons, the appropriate Board designate will contact the Principal of the receiving school to discuss the transferred Teacher's accommodation requirements.
- Facilitated Transfers will only be considered where there are special circumstances that have been well documented and have involved OSSTF TTBU and Senior Board Staff in attempts at resolution. Issues of "geography" or Teacher preferences for specific timetables will not be considered as situations for Facilitated Transfer, unless required for documented Human Rights Accommodations or for other circumstances acknowledged by the Transfer Sub-committee as extraordinary. Consideration for vacancies will occur at all meetings in the central staffing process once transfer meetings commence and will continue until seniority lists are distributed for the subsequent school year.
- When it is agreed by the Board and OSSTF TTBU that a Human Rights Accommodation requires a move of schools for a Teacher, the Teacher will be added to the Facilitated Transfer List.
- When it is agreed by the Board and the OSSTF TTBU that a move of schools is required for reasons of an extraordinary nature other than Human Rights Accommodations, the Teacher will be added to the Facilitated Transfer List
- Teachers placed on the Facilitated Transfer List will be considered for vacancies at all placement meetings in the central staffing process beginning with the commencement of transfer meetings and ending as of the date that

seniority lists are distributed for the subsequent school year. All due consideration for vacancies will be given as is appropriate to the individual's circumstances.

- After the distribution of seniority lists, Facilitated Transfers made in the current school year will be temporary placements (i.e. until the last day of the school year). A Teacher placed into a temporary Facilitated Transfer will remain on the staff list of their current home school for the purpose of staffing and surplus procedures, and on the Facilitated Transfer List for the purpose of finding a new home school/permanent Facilitated Transfer placement.

**(c) Transfer Committee Meetings:**

- Transfer requests will be considered by the Transfer Committee prior to the Learning Centre Placement Meetings. The date for the first Transfer Meeting will be, **May 13, 2024**. Once the Learning Centre Placement Meetings have commenced, the Transfer Meetings will take place in the morning before the Learning Centre Meetings. The final Transfer Committee Meeting to consider transfers **prior** to the Learning Centre Placement Meetings will take place on **May 27, 2024**. 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.
- First consideration will be given to Teachers on the Facilitated Transfer List and then unplaced Teachers in schools/programs scheduled for closure. Transfer requests for all other Teachers will then be considered, on the basis of seniority, with the most senior Teacher's request being considered first.
- A Teacher who has requested a transfer and has been declared surplus to school, will not have the transfer request considered until such time as the Teacher is pulled back to the home school or placed in the surplus procedure. When the Teacher is pulled back or placed, the transfer request will be considered active, but only for vacancies that remain or arise after the pull back/placement has occurred.
- Teachers who have been granted a leave of absence without pay for the **2024/2025** school year are not eligible to apply for a transfer for the **2024/2025** staffing process.
- Teachers who submitted a transfer request but who are successful in obtaining a position in another school through the first posting process (**April 26 to May 8**) will be deemed to have withdrawn their transfer request.
- Teachers who have received a Summative Report that has a rating of "unsatisfactory" and who have not yet completed the next appraisal process by the deadline date for transfer requests, will not be considered for transfer at this time.
- Teachers who have received a Summative Report that has a rating of unsatisfactory but who, in the next appraisal process received a satisfactory rating, will be considered for transfer at this time.

- Teachers who have been seconded for the upcoming school year are eligible to apply for transfer.
- When completing the Transfer Form Teachers may indicate a willingness to be transferred into ESL sensitive courses (CGC1D8, SNC1P8, etc.) or Special Education sensitive courses (MFM1P9, ENG3C9, etc.). If a Teacher indicates a willingness to be transferred into such courses in the transfer process they may be placed into these vacancies, provided they are certificated as per their Seniority Verification form.
- If subjects listed on the Teacher's Seniority Verification form as "Experienced but not Certificated" are part of the vacancy, the Teacher will be assigned to that vacancy as a "try on".
- If the "try on" is not a fit, the Teacher remains on the transfer list.
- Multiple "try ons" may be assigned. The offer of multiple "try ons" will be dependent on seniority.
- Geographic requests, if indicated, and teaching assignment requests will be considered, and **both must match in order for the transfer to be declared a "fit"**. It is recognized that timetable adjustments may have to be made, later in the staffing/surplus process and/or later in the year, to accommodate changes in student enrolments and staffing changes. However, the majority of the original subjects on the timetable will be maintained.
- One of the Principals sitting at the central table representing the receiving Learning Centre will confirm the "fit" with the receiving Principal and the sending Principal.
- The Staffing Officer will announce the "fit" or indicate why the tentative "fit" is not confirmed. The OSSTF TTBU will be consulted about "fits" that are not confirmed.
- If there is a "fit", the Teacher will be transferred.
- **The transfer request cannot be rescinded once it has been granted.**
- Once a transfer is confirmed, the resulting vacancy may either be declared immediately or considered for timetable reorganization. Principals will be given limited time to declare the vacant timetable to the Staffing Officer. If the timetable is radically changed, the Principal will also provide rationale for the change.
- Once a number of transfers have been confirmed, the placements (not the timetables) may be adjusted or switched, so as to accommodate more transfer requests and to ensure the best possible matches and placements for the Teachers and programs under consideration.

- A school vacancy to be considered for the transfer process shall be defined as a vacancy in a school for which there is no qualified surplus Teacher from that school.
- A vacancy will not be dealt with at the Learning Centre meetings until dealt with at the transfer meetings.
- The tracking and co-ordination of this phase of the transfer process will be the responsibility of the Staffing/Seniority Analyst.
- A Teacher who has been transferred may be bumped.
- Teachers will be informed if their transfer has been granted on **June 3, 2024**.

## SECONDARY STAFFING AND SURPLUS PROCEDURES TRANSFER FORM FOR THE SCHOOL YEAR 2024/2025

### A. PERSONAL INFORMATION

TEACHER NAME: \_\_\_\_\_  
Surname Preferred First Name

SCHOOL: \_\_\_\_\_ EMPLOYEE #: \_\_\_\_\_

### B. TRANSFER REQUEST (Location)

**Note:**

- Select **EITHER** B-1 OR B-2. **Completion of both sections will invalidate this form.**
- Restrictions on a transfer request reduce the opportunities for mobility.

#### B-1 I request to be transferred as indicated below:

Please circle one or more Learning Centres. **Up to six (6) schools** in each Learning Centre may be excluded.

##### Learning Centre 1 Excluding

1. _____	4. _____
2. _____	5. _____
3. _____	6. _____

##### Learning Centre 2 Excluding

1. _____	4. _____
2. _____	5. _____
3. _____	6. _____

##### Learning Centre 3 Excluding

1. _____	4. _____
2. _____	5. _____
3. _____	6. _____

##### Learning Centre 4 Excluding

1. _____	4. _____
2. _____	5. _____
3. _____	6. _____

#### B-2 I request to be transferred to the following schools **ONLY** (list a maximum of fourteen):

1. _____	8. _____
2. _____	9. _____
3. _____	10. _____
4. _____	11. _____
5. _____	12. _____
6. _____	13. _____
7. _____	14. _____



**C. TRANSFER REQUEST (Timetable)**

I am **CERTIFICATED** for and willing to be transferred into subjects that are listed under the following Certification Codes (refer to the document entitled “TDSB Secondary Certification/Subject Codes 2024/2025”). For each Certification Code listed check as many boxes as appropriate.

Certification or Subject Code(s)	Intermediate (Grades 9/10)	Senior (Grades 11/12)	ESL Sensitive	Special Education Sensitive
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Note: If ‘RSE’ Special Education is listed above, please specify from among the following:**

- Behavioural/Adjustment    Learning Disability    Gifted    TDSS (ECPD)
- Multiple Exceptionalities    Physically Handicapped    Developmental Disability
- Autism    Mild Intellectual Disability (MID)    Other: \_\_\_\_\_

I am **EXPERIENCED BUT NOT CERTIFICATED** (as indicated on my seniority verification form) and I am willing to be transferred into the following:

Certification or Subject Code(s)	Intermediate (Grades 9/10)	Senior (Grades 11/12)	ESL Sensitive	Special Education Sensitive
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Additional area(s) into which I am willing to be transferred:**

- Student Success                       Credit Recovery                       e-Learning

**D. DECLARATIONS**

I have read the Transfer Guidelines and understand the conditions under which I am requesting a transfer.

Teacher’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have discussed with the above-named Teacher this transfer form.

Principal’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE:** Deadline to rescind form is: **May 10, 2024** (noon)

**The transfer request cannot be rescinded once it has been granted.**

PLEASE EMAIL BY 12:00 NOON on March 1: [theresa.raine@tdsb.on.ca](mailto:theresa.raine@tdsb.on.ca)

## GUIDELINES FOR SECONDARY TEACHERS REQUESTING TRANSFERS

### PART A: Completion of Form

1. The Transfer Procedures state that geographic requests if indicated and teaching assignment requests will be considered and **both must match for the transfer to occur.**

**Please note that the more restrictive your request, the less likely the transfer will be able to be accommodated.**

For example:

- A Teacher who lists only 5 schools as possible placements may miss out on being placed in a nearby school with an ideal timetable.
- A Teacher who lists only “Senior MAT” under subjects may miss out on being placed in a timetable in a desired school because the timetable included a combination of Intermediate MAT as well as Senior MAT.
- Be specific, do not state “HIS” if you also want to be considered for HXE; you must state both if you are willing to teach either subject. Likewise, do not state “ENG” if you also want to be considered for EMD; you must state both if you are willing to teach either subject.

### PART B: Process

1. Teachers requesting a transfer must complete the Secondary Staffing Transfer form and return it to the Principal **not later than noon on March 1, 2024.**

(A map identifying school locations and a list of schools in each Learning Centre indicating which schools are semestered or full year is available in each school office. The website to access school profiles is [www.tdsb.on.ca](http://www.tdsb.on.ca).)

2. Teachers who have been granted a leave of absence without pay for the **2024/2025** school year are not eligible to apply for a transfer for the **2024/2025** staffing process.
3. All other Teachers, including probationary Teachers may apply for transfer across the TDSB. However:
  - Teachers who have received a Summative Report that has a rating of “unsatisfactory” and who have not yet completed the next appraisal process by the deadline date for transfer requests, will not be considered for transfer at this time;
  - Teachers who have received a Summative Report that has a rating of unsatisfactory but who, in the next appraisal process received a satisfactory rating, will be considered for transfer at this time;
  - Teachers cannot apply for a transfer to their home school.

4. Applications for transfer will be considered prior to the placement of surplus Teachers, in accordance with the provisions of the Collective Agreement.
5. (a) All transfer requests will be considered but may not be able to be accommodated.  
  
(b) Teachers who are declared surplus to school will have their transfer requests put on hold until they are “pulled back” to their home school or placed in the staffing process.  
  
(c) Teachers who submitted a transfer request but who are successful in obtaining a position in another school through the first posting process (**April 26 to May 8**) will be deemed to have withdrawn their transfer request.
6. **The procedures for dealing with transfer requests are outlined in the secondary Staffing Binder section entitled “Transfer Procedures” which will be available in the schools in mid-February.**
7. This transfer request may be withdrawn by notifying Theresa Raine, Seniority/Staffing Analyst, Secondary Teaching. This notification may be sent by mail or by email ([theresa.raine@tdsb.on.ca](mailto:theresa.raine@tdsb.on.ca)). These requests must be received **no later than noon May 10, 2024.**
8. All transfer requests are subject to surplus procedures and timetable adjustments. If a timetable adjustment is necessary, the majority of the original subjects on the timetable will be maintained.
9. When a subject appears under “Experienced But Not Certificated” a Teacher may reasonably expect that this subject can be timetabled. For staffing purposes, a Teacher is considered to have consented to teach any subject listed in this section.
10. Teachers will be informed if their transfer has been granted on **June 3.**
11. There is nothing in these procedures that prevents qualified Teachers from also applying for any position that is posted.
12. Questions about the process should be directed to any of the following:
  - Nadia D’Ambrosio: Learning Centre 1 and 4 (416-397-3255)  
email: [nadia.dambrosio@tdsb.on.ca](mailto:nadia.dambrosio@tdsb.on.ca)
  - Nicole Cardoso Melo: Learning Centre 2 and 3 (416-397-3256)  
email: [nicole.cardosomelo@tdsb.on.ca](mailto:nicole.cardosomelo@tdsb.on.ca)

## OSSTF TTBU:

- Chris Chandler, Vice President  
(416-393-8900 Ext. 241) email: [cchandler@osstftoronto.ca](mailto:cchandler@osstftoronto.ca)
- Maryline Lanteigne, Executive Officer  
(416-393-8900 Ext. 237) email: [mlanteigne@osstftoronto.ca](mailto:mlanteigne@osstftoronto.ca)
- Rony Masri, Executive Officer  
(416- 393-8900 ext. 238) email: [rmasri@osstftoronto.ca](mailto:rmasri@osstftoronto.ca)
- Nicole Gauthier, Executive Officer  
(416-393-8900 ext. 222) email: [ngauthier@osstftoronto.ca](mailto:ngauthier@osstftoronto.ca)