

# SENIORITY VERIFICATION

## INDEX

	Page
Date of Data Collection.....	1
Placement Preference Information Section.....	1
Deadlines.....	1
New Hires.....	1
Communication to Teachers.....	1
Memo – Verification of Seniority Data.....	2-5
Form: Evidence of “Experienced but Not Certificated” Teaching.....	6
Sample Verification Form.....	7

## SENIORITY VERIFICATION

- Information required for seniority lists will be collected on or before **February 1, 2025**.
- 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 8, 2025**, and the Teacher shall verify the data by **January 29, 2025**.
- New hires in February will complete seniority form information as part of the documentation process.
- Principals will clearly communicate the following with Teachers:
  - a) Teachers are responsible for ensuring data on the seniority verification form is accurate.
  - b) all subjects on the verification form, whether certificated or experienced but not certificated, may be reflected on a Teacher's timetable during the staffing process.

January 8, 2025

To: OSSTF TTBU Members  
Secondary Schools

From: Abe Nasirzadeh  
Senior Manager, Labour Relations

Michelle Teixeira  
President, OSSTF Toronto

Re: **Verification of Seniority Data**

With this memo, each Teacher will receive:

- two copies of a verification form displaying qualifications and experience;
- a form on which a Teacher may wish to list subjects which have been taught within the Toronto District School Board for which the Teacher does not hold the credentials (evidence of subjects successfully taught) in order to have them added for consideration in the staffing/surplus process.

The annual seniority process utilizes information generated by SAP (the employee information system). In order to ensure that information on the computer file is accurate, it is important that every Teacher checks and verifies the attached verification form. This verification process is in accordance with section L44.7 of the current Collective Agreement and **no further confirmations will be issued**. Placement on the Seniority List will be determined by the information provided on the verification forms.

All Teachers, including those on leaves of absence, must sign and return the verification forms to the Principal of the school shown in the upper left corner no later than <b>Wednesday, January 29, 2025</b> .
--

**FTE STATUS** (upper right corner)

“FTE Status” indicates the highest appointment status a Teacher has held while in continuous employment with the Board. For example, if you were hired as a full-time Teacher, this field will display “1.0”, even if you are on a half time leave of absence. If you are a part time Teacher this field will show “0.5”.

**TEACHING EXPERIENCE AS OF JUNE 30, 2025** (Section 2)

Clauses L44.1, L44.5 and L44.6 of the Collective Agreement stipulate the manner in which seniority is calculated. \*

## **CERTIFICATION** (Section 3)

### **a) Certificated**

The data that appears under “Certificated” has been downloaded from the Ontario College of Teachers.

- i. If you have obtained additional qualifications not shown on the verification form, please add them to the form and we will verify them with the College of Teachers.
- ii. If you obtain an additional qualification after submitting your verification form you are responsible for providing evidence of successful completion of the qualification to the Secondary Teaching Office ([theresa.raine@tdb.on.ca](mailto:theresa.raine@tdb.on.ca)) for consideration in the staffing process on a go-forward basis.

### **iii. Request to Set Aside Qualification(s)**

Please note that the College of Teachers has directed that neither a Board nor a Teacher nor the College itself can remove a subject(s) from a Teacher’s Certificate of Qualification. The Secondary Qualifications Review Committee has been established to provide Teachers in very extraordinary circumstances an opportunity to have a specific subject(s) set aside from consideration for staffing/surplus procedures only. Setting aside a subject(s) from a Certificate of Qualification reduces the number of teaching positions available to the Teacher and could result in the Teacher being surplus to the school or the Board.

**Teachers contemplating such an application should seek advice and counsel from OSSTF TTBU about potential consequences of this action.**

If you wish to request that a certain qualification be set aside for consideration for staffing purposes, please complete the “Application to the Secondary Teachers Qualifications Review Committee” form (available from your Principal or Branch President) and submit to:

Secondary Qualification Review Committee  
c/o [theresa.raine@tdsb.on.ca](mailto:theresa.raine@tdsb.on.ca)

**Deadline: Wednesday, January 15, 2025**

### **b) Experienced but Not Certificated (EBNC)**

The data shown under “Experienced but not Certificated” is sometimes known as “historical” or as “successfully taught”. **If you do not wish to be considered for the courses corresponding to the EBNC code on your seniority verification form, for staffing and surplus procedures you must delete the code from this area by circling and marking “delete”.** This code will not be added in subsequent years until a corresponding course is taught again. **When a code appears under EBNC a Teacher may reasonably expect that they can be timetabled into the courses which correspond to that EBNC code. For staffing purposes, a Teacher is considered to have consented to teach any course listed in this section of the seniority verification form. Teaching experience in a Long Term Occasional Assignment is not eligible for granting of an EBNC code.**

If you wish to add an EBNC code corresponding to a course recently taught within the TDSB [either Semester 2 of the **2023-2024** school year, Semester 1 of the **2024-2025** school year or scheduled for all of the **2024-2025** school year], please complete the form attached, obtain the signature of the TDSB Principal for whom you taught the course and return the form with your verification form. Please note that:

- i. Even though you may be on a Temporary Letter of Approval for one of the restricted subjects, you may NOT add that subject to the Experienced section.
- ii. Should concerns arise which are directly related to the teaching of a course not on the Teacher's seniority verification form, the Principal will discuss these concerns with the Teacher in a timely manner. This may preclude the Principal from signing the "Experienced but Not Certificated" form.
- iii. Please note that Experienced but Not Certificated qualifications may be used to place surplus Teachers in senior course assignments at Central Placement Meetings.

#### **SURPLUS PLACEMENT PREFERENCE** (Section 4)

**It is essential that all Teachers complete this section.** The information will be utilized for Teachers declared surplus to school in the staffing procedures. Any subjects listed must reflect teaching certification. Please **circle one** Learning Centre of the TDSB in which you would prefer to be placed (only one choice is acceptable). A list of the schools within each Learning Centre is attached.

#### **NEW:**

If you hold Special Education qualifications, please indicate your willingness to teach Developmental Disabilities (DD) by circling yes or no. This information will be used **as a guideline** for placement purposes in the event that a Teacher is declared surplus.

Please make a copy of the verification form for your own records. **Please direct any questions to your school Principal.** Thank you for your co-operation.

**\*The determination of seniority for the Teachers shall be based on the following criteria in order:**

- Aggregate secondary and elementary Teaching Experience with the Board and all Predecessor Boards, including secondary and elementary Long Term Occasional Teaching Experience, but excluding other occasional teaching experience and where this is equal (Eligible Aggregate experience),
- Most Recent Continuous Secondary Teaching Experience with the Board and all Predecessor Boards, including secondary Long Term Occasional Teaching Experience, but excluding other occasional teaching experience and where this is equal,
- Aggregate Secondary Teaching Experience with the Board and all Predecessor Boards, including secondary Long Term Occasional Teaching Experience, but excluding other occasional teaching experience and where this is equal,
- Subject to L44.3, Other Teaching Experience accepted for salary purposes, and where this is equal (this does not include experience in fields other than teaching that has been used as Related Experience for salary purposes),
- As determined by lot, conducted by the Board.

**Teachers hired to commence teaching after September 1st, 2016, or after the ratification of this contract if it is a later date, will have their seniority calculated on the following basis (clause L44.6):**

- Aggregate Secondary Teaching Experience with the Board and all Predecessor Boards, including secondary Long Term Occasional Teaching Experience and Adult Day School Teaching Experience but excluding other occasional teaching experience and where this is equal (Eligible Aggregate experience),
- Most Recent Continuous Secondary Teaching Experience with the Board and all Predecessor Boards, including secondary Long Term Occasional Teaching Experience and Adult Day School Teaching Experience, but excluding other occasional teaching experience and where this is equal,
- Subject to L44.3, Other Teaching Experience accepted for salary purposes, and where this is equal, (this does not include experience in fields other than teaching that has been used as Related Experience for salary purposes),
- As determined by lot, conducted by the Board.

Please note that TDSB experience is based on the effective start date and not the date of the acceptance of employment.



# EVIDENCE OF “EXPERIENCED BUT NOT CERTIFICATED” (EBNC) TEACHING

Teacher Name: \_\_\_\_\_  
(please print)

School: \_\_\_\_\_  
(please print)

Employee Number: \_\_\_\_\_  
(available on verification form)

Teacher’s Signature: \_\_\_\_\_

For additional EBNC code(s) taught within the **Toronto District School Board** as a **Secondary Permanent Contract Teacher only** in:

Semester 2, **2023-2024** (Quad 3 or Quad 4, **2023-2024**)

Semester 1, **2024-2025** (Quad 1 or Quad 2, **2024-2025**) OR

All year, **2024-2025**

which do not appear on the VERIFICATION form, consult your timetable and include both the subject code and course name:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE:**

- i. Please note that Regulation 298 precludes credit under this process in French, Special Education, Deaf, Hard of Hearing or in some cases a Technological Education subject. Even though you may be on a Temporary Letter of Approval for one of these subjects, you may NOT add that subject to the Experienced section.
- ii. For staffing purposes, a Teacher is considered to have consented to teach any course corresponding to the EBNC code(s) being added.

Principal’s Name: \_\_\_\_\_ School: \_\_\_\_\_

Principal’s Signature: \_\_\_\_\_

A signature must be obtained from the Principal or, if the Principal is unavailable, a Vice Principal to indicate that the subject was successfully taught at that TDSB school location. If more than one location is involved, please use a separate form for each location.