



# New Members Workshop: Staffing

OSSTF Toronto Teachers

## I What We'll Cover



**Overview  
of the  
Staffing  
Process**



**How  
Surplus  
Declaration  
works**



**Next Steps  
for  
Members  
Declared  
Surplus**



**Exploring  
Other  
Options  
in the  
Staffing  
Process**

# Staffing Process Overview

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- How the rules are created?
- Who creates the rules?
- Why they are created?
- 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 L21.12].*

***Secondary Staffing Manual: Introduction***

## How the Staffing Rules are Created?

*"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."*

### Clause L21.12

*The 2022-2026 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 2025-2026 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 2026-2027 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**

## **Objective Job Security**

Job security is determined by objectively quantifiable criteria: **seniority** and **certifications**, rather than arbitrary choices.

## **No Subjective Decisions**

The rules ensure that no judgements or preferences of Principals, the Board, or regulatory bodies determine a member's job security.

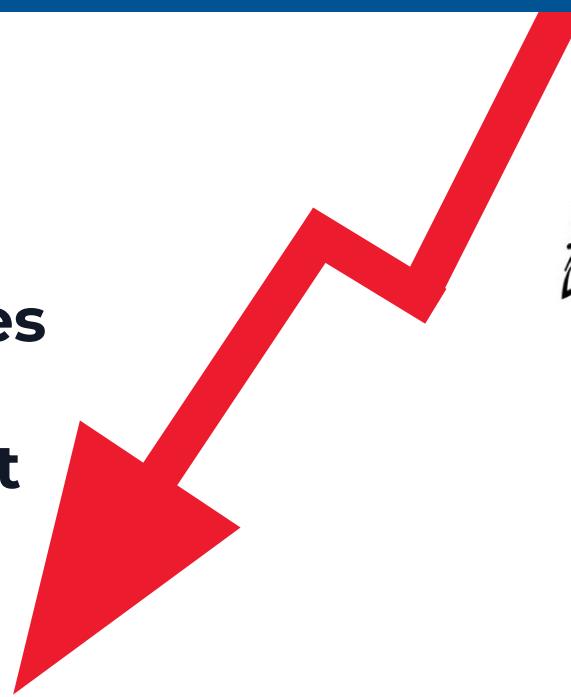
## **Career Stability**

These protections ensure that members may enjoy the prospect of a multi-decade career as a professional vocation.

## **Especially important for when...**



**experiences  
declining  
enrolment**



**changes  
funded  
averages**

# WHY the Staffing Rules are created

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?

**L21.16** The sub-committee shall, by mutual agreement, on or before March 15, determine the necessary refinements to the surplus, transfer and placement procedures.

**L21.17** The procedures in effect as of the date of ratification of this Agreement may be amended from time to time by the sub-committee.

**L21.18** The procedures in L21.14 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?



The screenshot shows the OSSTF Toronto website with a dark blue header. The header includes the OSSTF logo (a yellow oil lamp), the text "OSSTF Toronto" and "Toronto Teachers' Bargaining Unit", and a "Members: Log In | Register Now" button. Below the header is a yellow navigation bar with links for "NEWS", "EVENTS", "MEMBER RESOURCES", "COMMITTEES", "ABOUT & CONTACT", and a search icon. The main content area has a light blue sidebar on the left with "Member Resources" and "Staffing & Workload" sections. The main content area is titled "Staffing & Workload" and features the "2025-2026 Secondary Staffing Manual (Blue Binder)". It includes a note about the Memorandum of Agreement between the TDSB and TTBU, a link to the staffing binder, and a table of contents.

**Staffing & Workload**

**2025-2026 Secondary Staffing Manual (Blue Binder)**

The following links are the finalized sections of the 2025-2026 Secondary Staffing Manual.

**PLEASE NOTE:** for this staffing year, there is a Memorandum of Agreement between the TDSB and TTBU regarding Transfer Procedures and the Virtual Secondary School, available at the bottom of this page.

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 2025-2026](#)
- [Table of Contents](#)

# 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

# **WHERE** are the Rules applied?

Two overall levels to the process:

## **“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).

*Secondary Staffing Manual: Staffing Rules*

# WHAT are the Staffing Rules?

## Guiding Principles:

- 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.

*Secondary Staffing Manual: Staffing Rules*

# In School Staffing Process

- Seniority Verification Process
  - Teacher required to review and verify information
- Distributed January 7, 2026
- Due to principal no later than January 28, 2026

Toronto District School Board  
Verification of Seniority Data – OSSTF TTBU

**Section 1:**  
Teacher Name: **Chandler, Christopher**  
School: Central Technical School  
Employee Number:  
OCT Number:  
Degree: Yes  
FTE Status: 1.0

**Section 2:**  
According to our records the following is your teaching experience as of June 30, 2025 (recognized for Seniority purposes):

| Eligible Aggregate | Most Recent Continuous | AggregateSec | Other |
|--------------------|------------------------|--------------|-------|
| 27.8               | 27.8                   | 27.8         | 0.0   |

**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: HIS; ENG

**Experienced But Not Certificated (EBNC):**  
EMD

**Section 4:**  
Surplus Placement Preference Information  
In the event you are declared surplus during the Secondary Staffing Procedures, we will use this information as a GUIDELINE but cannot guarantee placement preference.

Preferred Subjects (list subjects you wish to teach in order of preference):  
1. ENG 4.  
2. HIS 5.  
3. EMD 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 - NW Learning Centre 1 - SW Learning Centre 2 - NE Learning Centre 2 - SE

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 Wednesday, January 29, 2025

Date: January 10, 2025 Signature: \_\_\_\_\_

# In School Staffing Process

## Section 1 - FTE 0.5 or 1.0

**Section 2 - As of June 30, 2026**  
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

**Section 1:**  
Teacher Name: **Chandler, Christopher**  
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# 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

Review Learning Centres

## Section 4:

### Surplus Placement Preference Information

In the event you are declared surplus during the Secondary Staffing Procedures, we will use this information as a **GUIDELINE** but cannot guarantee placement preference.

Preferred Subjects (list subjects you wish to teach in order of preference):

|               |    |
|---------------|----|
| 1. <b>ENG</b> | 4. |
| 2. <b>HIS</b> | 5. |
| 3. <b>EMD</b> | 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 - NW   **Learning Centre 1 - SW**   Learning Centre 2 - NE   Learning Centre 2 - SE

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 Wednesday, January 29, 2025

Date: January 10, 2025      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 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 9.2026)
- Written surplus to the school (April 23.2026)
- Surplus to the TDSB (June 26.2026)

# 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

- **February 26:** Seniority lists to be available in schools
- **March 23:** Allocation rollout
- **April 9:** Tentative Surplus to School
- **April 23:** Surplus to School letter
- **May 1:** Part to Full form submission deadline
- **May 8:** Cone of Silence begins
- **June 1:** Teachers advised of tentative surplus to Board or new placement; Cone of Silence lifts
- **June 26:** Teachers advised of status re: surplus to Board or new placement

*Secondary Staffing Manual: Staffing Dates section*

# Cone of Silence



- May 8 - June 1, 2026
- 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 will be 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.

*Secondary Staffing Manual: Pullback Procedures section: p.3*

# 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, 2026.

*Secondary Staffing Manual: Pullback Procedures section: p.4*

# 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, Learning Center 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 end of August.
- 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 three 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 this placement is 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 28, 2026 @ noon

*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, 2026 at noon
- 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 19 – August 28 (noon)
- 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 posted by members at other schools

**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<br>3 x SNC2D1<br>2 x MPM2D1<br>1 x SBI3U  |
| Preferred location                    | East End. Scarborough region.<br>Schools Preferred are:- Albert Campbell, Agincourt, Woburn, David and Mary CI. |
| 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)



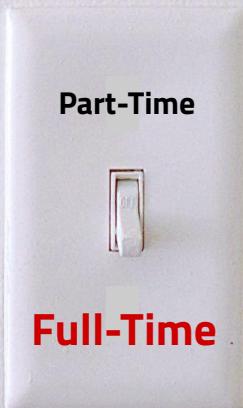
## Looking to Switch to Full-Time?

### (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 24**)
- **Second round** after written surplus declaration to the Board (**June 2**)
- **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 3rd\***

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
- 2025-2026 Secondary Staffing Manual (Blue Binder) → Staffing Rules

## ■ TDSB website

- under People and Culture → Forms → Secondary Teaching

The screenshot shows the OSSTF Toronto website. At the top, there is a navigation bar with links for NEWS, EVENTS, MEMBER RESOURCES (which is highlighted with a red box and a red arrow pointing to it), COMMITTEES, ABOUT & CONTACT, and a search icon. Below the navigation bar is a large banner image of a conference. The main content area is titled 'Member Resources' and includes several sections: 'Women's Advocate Program', 'Benefits', 'Adult Day Schools', 'Collective Agreement Rights and protections', 'Bargaining', 'Staffing & Workload' (which is highlighted with a red box and a red arrow pointing to it), 'Health and Safety', and 'Teacher Performance Appraisal'. Each section has a brief description and a link to more information.



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

**Contact your Executive Officer**



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

