



Staffing Committee Training Workshop

Montecassino Hotel & Event Centre

March 10, 2026

AGENDA

- 4:30 Land acknowledgement and Welcome
 - 4:35 Introductory Activity
 - 5:00 Role of the Staffing Committee
 - 5:30 Building the Staffing Model and Surplus Declaration
 - 6:15 Dinner served
 - 6:45 Changes to the 2026-27 Blue Binder
 - 7:00 Q&A
6:30 Deadline for questions to Staffing Officers
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Feedback Survey

Please use the QR code to complete a feedback survey on tonight's training:



**OSSTF Toronto Teachers
Staffing Committee Training Workshop 2026
Introductory Activity**

March 10, 2026

***Instructions: Determine which of the following statements are true or false.
Provide a rationale for any false statement.***

1. Requests of Part Time Teachers for a Full Time contract will be considered in the staffing process between May 8 and June 1.

2. Teachers who hold a POR and who are granted a full year LOA must resign the position for the balance of the term.

3. The Principal must provide the Branch President Co-chair of the School Staffing Committee staffing information for the staffing process on the same day it is received from People & Culture. The Staffing Committee must receive the same information within five days.

4. Within three school days after the end of each month, the Principal must report on the usage of coverage and supervision to the Senior Manager, Secondary Teaching Office. A copy of that report will be provided to the members of the Committee at the same time.

5. During the “Cone of Silence” period the Principal can only share information about central staffing decisions with the Branch President, in the role of Co-chair of the Staffing Committee.

6. The School Staffing Committee must monitor any mutual consent between Teachers and Principals to teach a subject that the Teacher is not certified to teach. The Principal may obtain such consent verbally and must report on the agreement to the School Staffing Committee.

7. After the Declaration of Surplus, 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.
8. A non-tech qualified teacher cannot sign Mutual Consent to teach any tech course.
9. 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.
10. The 0.5 FTE Non-instructional student success allocation can be used as instructional student success periods.
11. The School Staffing Committee no longer is required to meet once the Cone of Silence period begins on May 8, 2026.
12. This year, the date for Principals to provide Teachers who surplus to their school with a letter notifying them of their status is April 23, 2026.
13. This year, Principals will receive their school staffing allocation on Monday, March 23rd.
14. Part Time teachers may apply for Full Time positions in the April round of postings.
15. A Teacher with NAC qualifications requires Mutual Consent to teach the NBE3U course.

Building the Staffing Matrix and Surplus Declaration Exercise

March 10, 2026

An electronic copy of the staffing matrix Excel spreadsheet for this exercise can be obtained at:

<https://bit.ly/TBUmatrix2026>



Prior to working on the scenario, either **make a copy or download the document**, by selecting either option under "File" on the menu bar, if the download option doesn't automatically appear.

Instructions

Complete the staffing matrix from #2027 Ayesha downwards.

Determine which teachers would be declared surplus and if there are any vacancies.

Task Checklist for School Staffing Committees 2026

[This checklist only refers to duties in the spring staffing cycle; please check the School Staffing Committees section of the Blue Binder for the full timeline of Committee duties and rights]

DATE	TASK
ASAP	<input type="checkbox"/> Obtain seniority lists from Principal, and make them available for members at your site in a location accessible only to them.
ASAP	<input type="checkbox"/> Arrange your Staffing Committee Dates for the period between March 17 allocation and April 3 surplus declaration, and for the review of Pull Backs and timetable changes in May and June.
ASAP	<input type="checkbox"/> Arrange a meeting with the OSSTF representatives of the Staffing Committee to prepare, review responsibilities, discuss concerns and ask questions.
No later than March 23, 2026	<p>Receive the documentation needed to develop the matrix from the Principal:</p> <ul style="list-style-type: none"> <input type="checkbox"/> School's projected staffing, projected enrolment data and projected program needs; <input type="checkbox"/> Alpha seniority list for Teachers and a list in seniority order; <input type="checkbox"/> 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; <input type="checkbox"/> Seniority verification documentation; and <input type="checkbox"/> List of Teacher certifications, including Qualification Review amendments, Division in General Education subjects and Basic/Advanced in Technological Education subjects.

<p>April 9, 2026</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Teachers are informed of tentative surplus to school declaration. Meet with or phone affected members, with Principal. <p>Send surplus to school information to basamaroo@osstftoronto.ca at TTBU office, including ALL of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Copy of Excel spreadsheet with proposed staffing model; <input type="checkbox"/> Staffing Summary form; <input type="checkbox"/> Surplus declaration form(s); <input type="checkbox"/> Vacancy declaration form(s); and <input type="checkbox"/> Mutual Consent forms(s), if any.
<p>Before April 23, 2026</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Meet to review Pull Backs and timetable changes, if necessary.
<p>April 23, 2026</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Principal issues written surplus to school declarations. Be present with Principal for any calls to surplus members on leave.
<p>Before May 8, 2026</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Meet to review Pull Backs and timetable changes, if necessary.
<p><i>May 8 to June 2, 2026</i></p>	<p><i>Cone of Silence. Changes to Teachers' timetables are confidential to the Principal and Branch President.</i></p>
<p>June 1, 2026</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Teachers are informed of tentative surplus to Board. Meet with or phone affected members, with Principal. <input type="checkbox"/> Meet to review information relating to members transferred or placed in other schools or who remain tentatively surplus to the Board or pulled back, including all timetable changes.
<p>Before June 26, 2026</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Meet to review Pull Backs and timetable changes and timetable changes, if necessary.
<p>June 26, 2026</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Written notification of surplus to Board. Meet with or phone affected members, with Principal.



TIPS FOR EFFECTIVE SCHOOL STAFFING COMMITTEES

1. Always remember that the Branch President is the co-chair of the Staffing Committee, with the ability to call meetings, and participate in setting the agenda.
2. During Staffing Committee meetings, you can stop to caucus privately as OSSTF representatives, or to call the TTBU office for advice. Management can wait.
3. Don't be pressured to make quick or uninformed decisions by management before the April 9th deadline for tentative declaration to school surplus.
4. The School Staffing Committees tab in the Blue Binder gives the Branch President the explicit right to keep their own copy of the information the Principal must provide for creating the proposed staffing model.
5. Consider neutral territory for the Committee meetings outside the Principal's office, like a seminar room in the Library, or a workroom.
6. Maintain Committee confidentiality at all times. Your members' trust in your work depends on it.
7. Consider dividing tasks on the union side (for example, one person checking qualifications, one taking notes, etc.).
8. Ensure that Committee decisions are governed by seniority subject to qualifications, instead of any programming priorities or personal judgements.
9. Spend the Committee rebate money on yourselves. Consider asking your administration collegially whether they will provide lunch or snacks on the days either are needed.
10. Use a projector to display the developing matrix for all Committee members to see, shared as a Google sheet if possible.
11. Save and review the data from past years that the Committee works with.
12. Use the language in the Collective Agreement and the Binder around reviewing proposals from PORs and Student Success initiatives to the union's advantage, keeping in mind management's exclusive right to determine programming.

STAFFING DATES FOR THE SCHOOL YEAR 2026-2027

Dec 12, 2025	Distribution of Qualifications Review section & application form	
Dec 16, 2025	POR Round 1 Posting	
January 7	Seniority Verification Forms to be distributed to Teachers	
January 14	Deadline for Qualifications Review Form (Noon)	
January 28	Teachers Return Seniority Verification Forms to Principal	
January 30	Information for Seniority Lists to be returned to Secondary Teaching Office	
January 30	POR Round 2 Posting	
February 23	Blue Binder Information Session for New Administrators	
February 26	Seniority Lists to be available in schools	
*March 2	Deadline: Applications for Leave of Absence and Half Time Teaching Without Pay Requests, Transfer Applications (Noon)	
March 23	Staffing Binder Highlights & Staff Allocation Roll Out (Tentative)	
March 31	Applications for Secondment should be submitted by the end of March 2026 and no later than June 30, 2026	
April 1	POR Round 3 Posting	
April 9	Principals to inform Teachers they are Tentatively Surplus to the School Staffing Summary, Vacancies, Teacher Matrices to Secondary Teaching Office	
April 20	Meeting With Teachers Regarding School/Program Closing (3:45 P.M.)	
April 23	Principals inform Teachers in writing that they are Surplus to School	
April 22	School/Program Closing Report Vacancy Choices (Noon)	
April 24	School/Program Closing – Placement Meeting (9:00 A.M.)	
April 24	First Teaching Posting	
April 30	First Teaching Posting Closes (Noon)	
May 4	POR Round 4 Posting	
*May 1	Deadline: Full Time Teaching Requests (Noon) Deadline: Self Funded (X/Y) Leave Plan	
May 6	Principals inform Secondary Teaching Office of successful First Posting candidates	
May 8	Identification of Pull Backs (Noon)	
May 8	Deadline: Withdrawal of Transfer Requests (Noon) Confirmation of Pull Backs Cone of Silence begins	} Cone of Silence
May 11	Board-Wide All-Day Transfer Committee Meeting	
May 13	Transfer/Learning Centre Placement (Learning Centres)	
*May 15	Deadline: Notice of Retirement (As per Collective Agreement for 2025)	
May 15	Transfer/Learning Centre Placement (Learning Centres) (tentative)	
May 20	Board-Wide Placement Meeting	
May 21	Board-Wide Placement Meeting	
May 22	Board-Wide Placement Meeting	
May 25	Board-Wide Placement Meeting	
June 1	Teachers advised of Tentatively Surplus to Board status/Teachers advised of new placements Cone of Silence ends	
June 2	Second Teaching Posting	
June 3	POR Round 5 Posting	
June 8	Second Teaching Posting Closes (Noon)	
June 15	Principals inform Secondary Teaching Office of successful candidates	

*NB: When March 1st, May 1st or May 15th falls on a weekend, the deadline will be the next school day.

STAFFING DATES FOR THE SCHOOL YEAR 2026-2027

June 17	Board-Wide Placement Meeting
June 19	Deadline for distribution of Tentative Timetables to Teachers (As early as possible; no later than the end of the regular school day) Beginning of MAPS Process
June 26	Notification to Teachers Surplus to Board/Teachers advised of new placement(s) Deadline for applications for Secondment
July 2	Board-Wide Placement Meeting
July 3	Surplus Teachers' Information Meeting (Tentative)
July 7	Board-Wide Placement Meeting
July 8	Deadline: Teacher Contact Information Forms returned to Secondary Teaching Office
August 24	Board-Wide Placement Meeting (Tentative)
August 26	Board-Wide Placement Meeting (Tentative)
August 28	Board-Wide Placement Meeting (Tentative)
August 28	Deadline: MAPS Application (Noon)
August 31	Pullback and Confirmation of MAPS (Noon)
September 9	Recall Teachers Meeting (Tentative)
October 15	Deadline: Leave Applications for Semester 2