

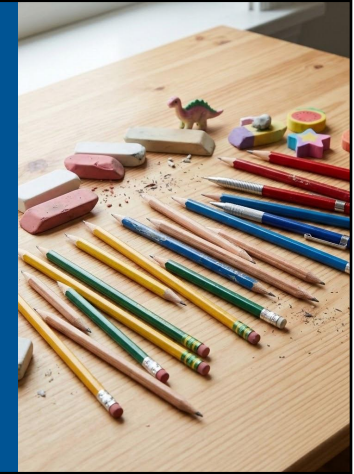


# Surplus Teachers Info Meeting

May 7, 2026  
OSSTF Toronto Teachers

## TOPICS OVERVIEW

- Land Acknowledgement and Introduction
- How did we get here?
- What happens between now and end of June?
- What happens during the summer?
- Q&A



## STAFFING PROCESS OVERVIEW

- 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***

## 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.

*The 2022-2026 Collective Agreement*

## Who Creates the Staffing Rules?

The members of the Joint Board-OSSTF Staffing Sub-Committee are:

### OSSTF TTBU Representatives:

- Rony Masri, Vice-President (Co-Chair)
- Nicole Gauthier, Executive Officer
- Mark Kissel, Executive Officer
- Jason Kunin, Executive Officer

*Secondary Staffing Manual: Introduction*

## Who Creates the Staffing Rules?

### TDSB Representatives:

- Abe Nasirzadeh, Senior Manager, Labour Relations (Co-Chair)
- Wendy Terro, Centrally Assigned Principal, Labour Relations
- Claudine Tyrell, Centrally Assigned Principal, Secondary Teaching
- Aatif Choudhry, Centrally Assigned Principal, Secondary Teaching
- Nadia D'Ambrosio, Staffing Officer
- Martyna Adamczyk, Staffing Officer
- Theresa Raine, Staffing/Seniority Analyst
- Sandra Snooks, Assistant Staffing Administrator

*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.

And these principles are not guaranteed:

they are

**bargained,  
grievable, &  
arbitrable.**

And these principles are not safe:  
governments have threatened them.

## What are the Staffing Rules?

The  
“Blue Binder”



## What are the Staffing Rules?

The  
“Blue Binder”

OSSTF Toronto  
Toronto Teachers' Bargaining Unit

NEWS EVENTS MEMBER RESOURCES COMMITTEES ABOUT & CONTACT

Member Resources  
Resources for Teachers New to Our Bargaining Unit  
Anti-Racism  
Collective Agreement Rights and Protections  
Benefits

Staffing & Workload  
2026-2027 Secondary Staffing Manual (Blue Binder)  
Coverage and Supervision Memo  
IEP Completion Memo  
Key Employer Workload Reporting Deadlines  
School Staffing Committees Election Procedures  
Seniority List  
Staffing and Workload Survey 2025

Staffing & Workload  
2026-2027 Secondary Staffing Manual (Blue Binder)

The following links are the finalized sections of the 2026-2027 Secondary Staffing Manual.

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 2026-2027
- Table of Contents
- Introduction
- Map Learning Centre 1 North West
- Map Learning Centre 1 South West
- Map Learning Centre 2 North East
- Map Learning Centre 2 South East

## 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 surplus Teachers into vacancies

## 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*

## STAFFING RULES: Principles of Operation

### Seniority and Qualifications

- 01 Certification bumps Certification** Based on Seniority
- 02 Certification bumps Experienced but Not Certificated** Not Dependent on Seniority
- 03 Experienced but not certificated cannot bump Certification** Not Dependent on Seniority
- 04 Experienced but not certificated bumps Experienced but Not Certificated** Based on Seniority

## 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

- 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 2026-2027 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
- Submitted to Employee Services

### Other Considerations?

- Home school
- FTE status
- Teacher request consideration
- Position of Responsibility

### What does “surplus” mean?

- When a Teacher cannot be placed into a timetable because of their seniority and certifications

**April 9** - Tentative surplus to the school

**April 23** - Written surplus to the school

**June 26** - Surplus to the TDSB

### What is Bumping?

- Bumping is invoked when the **Board cannot guarantee placements for all teachers surplus** to their school by August 31.
- The system is **reshuffled** to ensure that the **most junior teachers** (subject to qualifications) are **declared surplus** to the Board.

**Notification:  
End of May**

### Staffing: Highlights of Key Dates

#### April

**23 – Written Surplus to School**

#### May

**1 – Deadline: Full-Time Requests**

**4 – POR Round 4**

**8 – Identification of Pullbacks**

**8 – Cone of Silence begins**

*Staffing Manual: Pullback Procedures section: p.2*

### Staffing: Highlights of Key Dates

*Secondary Staffing Manual: Pullback Procedures section: p.2*

#### JUNE

**1 – Cone of Silence ends**

**1 – Tentative Surplus to Board**

**2 – Second Teacher Posting**

**3 – POR Round 5**

**19 – Tentative Timetable Distribution Deadline**

**19 – MAPS process begins**

**26 - Teachers advised of status re: surplus to Board or new placement**

## 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.

*Secondary Staffing Manual: Pullback Procedures section: p.1*

## Pullback

- 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.1*

## 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.2*

## 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, LC preference, etc. (Info from Seniority Verification form).
- Lists of (secondary) vacancies available

## 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

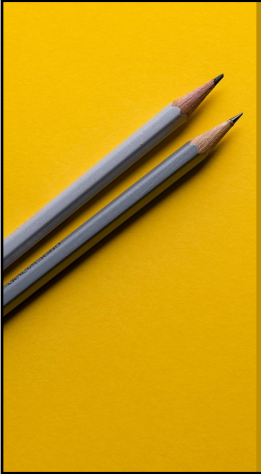
## Transfers

What happens if you submit a request and...



**(2) obtain a position in the first round?**

**Answer:** The transfer request is withdrawn.



## Job Postings

- 2 job postings (usually) for Board-wide vacancies
- **First round** after written surplus declaration to schools (**April 24**)
- **Second round** after verbal 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

## Central Staffing: An Ongoing Process

- If declared surplus to Board on June 26, ensure you've completed your **Contact form by July 8th**
- Central Staffing continues to meet throughout the summer **until August 31**
- When successfully placed, the teacher will usually be contacted **within 24 hours** of the central staffing committee meeting by phone or email.

## Unhappy with a Placement?

OSSTF Toronto Teachers has **negotiated** the following options for you with the Board:

- **Mutually Agreed Position Switch (M.A.P.S.)**
- **Extreme Geographic Criteria (EGC)**
- **Placement Review**

## 1. Mutually Agreed Position Switch (M.A.P.S)

- Available from June 19 – August 28
- Must have a timetable.
- Can post your timetable on the [osstftoronto.ca](http://osstftoronto.ca) website and/or look for a timetable at another school
- Switch is qualifications based

## 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 3 x SNC2D1 2 x MPM2D1 1 x SBI3U
Preferred location	East End. Scarborough region. Schools Preferred are:- Albert Campbell, Agincourt, Woburn, David and Mary Cl.
Contact information	
	luvbio@gmail.com or 647-647-6476

## 1. 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)

## 2. Extreme Geographic Criterion

- 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
- You can only apply once for this list during the same staffing process

*Secondary Staffing Manual: Staffing Rules section: p.7-8*

## 3. Placements to be Reviewed List

- Teacher is placed but believes they are 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*

## At the Board-wide Placement Meetings, Teachers will be considered in the following order:

1. Unplaced (Surplus) Teachers list/Placements to be Reviewed list (combined in seniority order)
2. EGC list
3. Part Time to Full Time list/Rescind Leave of Absence list (combined in seniority order)

### All forms can be found:

#### OSSTF Toronto website

Member Resources



Staffing & Workload



2026-2027 Secondary Staffing  
Manual (Blue Binder)



Staffing Rules

#### TDSB website

People & Culture



Forms



Secondary  
Teaching

OSSTF Toronto  
Toronto Teachers' Bargaining Unit

Members: Log in | Register Now

NEWS EVENTS **MEMBER RESOURCES** COMMITTEES ADULT & CONTACT

**Member Resources**

- Women's Advocate Program**  
Resources and assistance for Members experiencing domestic violence.
- Benefits**  
Includes information on Health and Dental plans, LTDI as well as other supports.
- Adult Day Schools**  
Resources for teachers in Adult Day School Programs.
- Collective Agreement Rights and Protections**  
Collective Agreement, the Workload and information on Member Pension and Leave Provisions
- Staffing & Workload**  
Includes the Secondary Staffing Manual and the Workload Accord.
- Bargaining**  
Bargaining Bulletins and information on local and province-wide bargaining
- Anti-Racism**  
There are 100s of anti-black racism and anti-racism resources available, and we encourage you to do your own research and to speak to your colleagues and friends to offer and get recommendations.
- Health and Safety**  
Information, advice, and forms with a focus on teacher and student safety, and our protections under the Occupational Health and Safety Act.
- Teacher Performance Appraisal**  
TPA information and resources.

OSSTF Toronto  
Toronto Teachers' Bargaining Unit

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

**Contact your Executive Officer**