

**TO:** All Elementary Teachers **DATE:** February 2021

**FROM:** Maxine Wray, Senior Manager

 Elementary Teaching Office - Employee Services

**RE: Timelines and Procedures for Surplus and Transfer for Elementary Teachers**

* Outlined below are the ***timelines*** for the 2021/2022 Elementary Surplus and Transfer Procedures that have been developed by a committee comprised of Elementary Teaching Office - Employee Services representatives and ETT representatives.
* In addition, a memo “***Notes and Explanations”*** has been developedto supplement these timelines. Please note the items identified with an asterisk in the “Timelines” have a corresponding **[\*]** asterisk in the “Notes and Explanation” memo. A copy of the Timelines, “Notes and Explanations” and forms will be posted in the school, and on the ***Academic Workspace at*** [***http://aw.tdsb.on.ca/sites/employeeservices/elementary***](http://aw.tdsb.on.ca/sites/employeeservices/elementary)***teaching***

 As well, the Union Steward of each school will receive copies of these memos.

* There will be 2 rounds of vacancy postings.

###### TIMELINES

|  |  |  |
| --- | --- | --- |
| 1\* | November 2020 | ⧫School Staffing Committees are established |
| 2\* | First week of February | ⧫Verification exercise for the purpose of determining seniority for Elementary teachers |
| 3 | Fourth Week of February  | ⧫Distribution of procedures for Surplus - Transfer of Elementary Teachers Memo **⧫**All Surplus Transfer Timelines and Procedures posted on ***Academic Workspace at*** [***http://aw.tdsb.on.ca/sites/employeeservices/elementary***](http://aw.tdsb.on.ca/sites/employeeservices/elementary)***teaching*** |
| 4\* | March 1 | **⧫** Full-time teachers requesting part-time teaching assignment or an extension of the part-time teaching assignment for the 2021-2022 school year must be received in the Elementary Teaching Office by March 1, 2021 (Forms are available from your school or on Academic Workspace) |
| 5 | Week of March 1 | ⧫Staff meetings will be held to discuss school surplus and appeal procedures ⧫ This should be discussed at a regularly scheduled staff meeting |
| 6\* | The Second Week Of March | ⧫Principals will post Seniority Lists in the school’s main office in a discreet location. A copy of the Seniority List will be given to the Union Steward and ETT Executive Officers |
| 7 | Week of March 22 | ⧫ Anticipated release of Teacher Allocation pending March Board approval |
| 8 | April 1 | ⧫Leave of Absence or an Extension to a Leave of Absence for the 2021/2022 school year must be received to the Elementary Teaching Office by 4:00 p.m. ⧫ Leave of Absence Forms are available on the Academic Workspace ***at*** [***http://aw.tdsb.on.ca/sites/employeeservices/elementary***](http://aw.tdsb.on.ca/sites/employeeservices/elementary)***teaching***⧫ Deadline for teachers on leave to notify the Elementary Teaching Office in writing of their intent to return to work at the conclusion of the leave for the following September (Except teachers on LTDI, medical leave or Pregnancy Parental Leave) |
| 9\* | April 1 | School Closure Transfers prior to April 1 |
| 10\* | April 6 | ⧫Principals determine the teachers who are school surplus by seniority ⧫Principals confidentially inform surplus teachers, including those returning from leave, of their status and the opportunities available to them including their access to the Elementary School Review Committee for appealing Surplus decisions |
| 11 | April 9 @ 4 p.m. | **⧫(Working on an electronic process)**Principals are required to complete the Elementary Teacher School SurplusForm for those Elementary teachers who are school surplus ⧫One copy of the Elementary Teacher School Surplus Form is to be forwarded to the Learning Network Superintendents and one to Elementary Teaching Office-Employee Services ⧫ Recalling of surplus teachers will be facilitated following a completion of placement for all Learning Network Teachers Requested Transfers⧫Principals must post all subsequent vacancies IMMEDIATELY AS THEY BECOME KNOWN |
| 12 | Prior to April 15 | ⧫ Learning Network Superintendents will endeavor to approve School Staffing Models prior to April 15 |
| 13 | April 15 | ⧫If the Chair position becomes vacant for September 2021, the Chair position shall be posted internally  |
| 14\* | April 20 | ⧫Learning Network Teacher Requested Transfer forms must be submitted by 4:00 p.m. to Elementary Teaching Office - Employee Services |
| 15 | April 22 | ⧫Learning Network Superintendents and the Elementary Teaching Office will facilitate placement of Learning Network Teacher Requested Transfer. ETT Executive Officers will be present at placement meetings⧫Closing Schools Administrative Transfer Placements |

|  |  |  |
| --- | --- | --- |
| 16\* | April 27-May 7 | **FIRST VACANCY POSTING** ⧫Vacancies will be posted in Elementary Schools as well as on Academic Workspace⧫Teachers may apply to vacancies across the Toronto District School Board ⧫ Vacancies are posted on **April 27 at 10:00 a.m.** ⧫ Closing date for schools to receive applications is **April 29 at**  **12:00 Noon**⧫ Interviews are held on **May 3,4,5,6** ⧫Positions will be offered on **May 7** via e-mail at 8:00 a.m. by Principals and confirmed by candidates via e-mail by 8:15 a.m. Staffing Officers are to be copied on the e-mail. Subsequent offers can follow after 8:15 a.m.⧫Receiving PrincipalsMUST notify the appropriate sendingPrincipals immediately when a vacancy has been filled ⧫Receiving Principals also must complete the Confirmation of Teacher Transfer Form and submit it to the Elementary Teaching Office **⧫Principals must post all subsequent vacancies IMMEDIATELY AS THEY BECOME KNOWN** |
| **17** | May 1 | **⧫Leave of Absence - Self Funded Leaves Plan** applications mustbe received in the Elementary Teaching Office prior May 1 |
| 18 | May 12-21 | SECOND VACANCY POSTING⧫Vacancies will be posted in Elementary Schools as well as on the Academic Workspace. Teachers may apply to vacancies across the Toronto District School Board ⧫Vacancies are posted on **May 12 at 10:00 a.m.** ⧫The closing date for schools to receive applications is **May 14 at**  **12:00 Noon**⧫Interviews are held on **May 17,18,19,20**⧫ Positions will be offered on **May 21** via e-mail at 8:00 a.m. by Principals and confirmed by candidates via e-mail by 8:15 a.m. Staffing Officers are to be copied on the e-mail. Subsequent offers can follow after 8:15 a.m.⧫Receiving PrincipalsMUST notify the appropriate sendingPrincipals immediately when a vacancy has been filled ⧫Receiving Principals also must complete the Confirmation of Teacher Transfer Form and submit it to the Elementary Teaching Office ⧫Principals must post all subsequent vacancies IMMEDIATELY AS THEY BECOME KNOWN |
| 19 | By May 15 Collective Agreement Date  | ⧫Deadline for teachers to submit letters of Resignation/Retirement(*Clause D.9.0. Collective Agreement*) to D. D.9.0. Collective Agreement) to theattention of the Senior Manager, Elementary Teaching Office. Letterswill be accepted up to 4:00 p.m., on May 15  |
| 20 | Week of May 17 | Part-time to Full time and Geographical forms will be available on Academic Workplace.**Process subject to placement of all surplus teachers** |
| 21 | May 25 | **TEACHER TRANSFER PROCESS ENDS** ⧫Transfers for Elementary Teachers will close onMay 25, 2021⧫This does not preclude subsequent Administrative Transfers by mutual agreement of the Teacher, the two Principals involved in consultation with the Learning Network Superintendents |
| 22 | May 27 | **⧫Remaining School Surplus Teachers will be placed as vacancies occur.**⧫Interim notification to Board Surplus Teachers.  |
| 23\* | June 1-June 28 | **TEACHER EXCHANGE TRANSFER**A Teacher Exchange Transfer can occur where there is mutual agreement of the Teachers and Principals involved, in consultation with Learning Network Superintendents. For more information, go to [www.ett.ca](http://www.ett.ca) |
| 24\* | TBD | ⧫Half time to Full time vacancy and Teacher Geographical Application Process postings |
| 25 | June 30 | ⧫Confirmation of Board Surplus Teachers |