

2018-2019 STAFFING TIMELINES

Feb. 28	HR deadline to receive Return to the System, Absolute Transfer, & Increase/Decrease requests (all requests made via online forms).
Mar. 20	Staffing timelines, guidelines, seniority lists and allocations provided to all Principals electronically via email. HR to post staffing timelines on Board Business.
Mar. 20-April 3	Principals prepare school organizations and consult with their Superintendent of Schools.
April 3	School Principals submit to HR proposed school organizations, vacancies and names of surplus Teachers. Copy sent to Superintendent of Schools.
April 4-10	HR reviews proposed organizations, vacancies. HR notifies surplus Teachers & Association.
April 10	Principals will provide each Teacher with a preliminary assignment for the next school year.
April 10	Principal/Vice-Principal moves and appointments received at Board Meeting.
April 11-16	<u>1st Round:</u> HR will post vacancies online by April 11, 2018 . All Eligible teachers may apply online for any posting for which they are qualified. (Includes Surplus, Absolute Transfer, Return to System Teachers returning from Leave to Reduced, Leave of Absence and system class).
April 17-23	Principals will interview a minimum of 3 qualified candidates from those that apply (where a minimum of 3 have applied for the vacancy). If one or more surplus candidates apply, at least one will be interviewed.
April 23	Principals will notify HR if one of the candidates is selected.
April 24-April 30	HR reviews selections, sends approval notification to Principals & candidates.
May 2	The Placement Committee will place surplus teachers with five or more years seniority into known vacancies by seniority, qualifications respected. If the teacher elects not to accept the assignment, they will participate in the regular transfer process and go into Round Two.
May 3-8	<u>2nd Round:</u> HR will post vacancies online by May 3, 2018 . All eligible teachers may apply online for any posting for which they are qualified. (Includes Surplus, Absolute Transfer, Return to System Teachers returning from Leave to Reduced, Leave of Absence and system class).
May 9-15	Principals will interview a minimum of 3 qualified candidates from those that apply (where a minimum of 3 candidates have applied for the vacancy). If one or more surplus candidates apply, at least one will be interviewed.
May 15	Principals will notify HR if one of the candidates is selected.
May 16-22	HR reviews selections, sends approval notification to Principals & candidates.
May 28-29	The Placement Committee will place staff into known vacancies as per the process outlined in the collective agreement (Surplus, RTS, LOA, Absolute Transfers, Increases).
June 4-7	<u>External Round:</u> *NEW* HR posts remaining 1.0 permanent vacancies online by June 4, 2018 .
June 8-12	Principals will interview the <u>top 5 qualified</u> candidates from those that apply (where a minimum of 5 candidates have applied) and select one.
June 12	Principals send 1.0 permanent teacher selections for HR approval.
June 13-14	HR reviews 1.0 teacher permanent selections and sends approval notifications.

- June 15-20** HR posts remaining **part-time** permanent vacancies online by **June 15, 2018**.
- June 21-25** Principals will interview the top 5 qualified candidates from those that apply (where a minimum of 5 candidates have applied) and select one.
- June 25** Principals send teacher selections for HR approval.
- June 26-27** HR reviews permanent teacher selections and sends approval notifications.
- June 25-28** LTO postings (interviews to take place after June 28 at 5:00 p.m.). Please note LTO postings will continue throughout the summer.