



**ELEMENTARY STAFFING TIMELINES for the 2021-2022 School Year**

**Last updated: January 19, 2022**

**JSC Committee Representatives and Extended JSC Committee:**

**ETFO:** Sarah MacKay, Jason Surgent, Jane Scanlan-Price as well for the Extended JSC: Amira Loney & Justine Bucknell

**BOARD:** Darren McFarlane, Kathryn Di Donato, Ben Chapman, Suzanne Cholasta, Lisa Resmer and Extended JSC: Leanne Pond and Lee Mahon- Prophet

STEPS	ACTION	DATES	COMMENTS	NOTES
1	If required, interview for K-12 Principal and Vice-Principal Succession planning process	November		
2	Seniority lists distributed to schools	February 14	Appeals submitted Staffing Officer concerning seniority lists, two weeks following distribution. seniority lists will be posted on the Board website at the following link: <a href="http://www.hpedsb.on.ca/ec/internal/hrss/employeeFormsAndDocuments.html">http://www.hpedsb.on.ca/ec/internal/hrss/employeeFormsAndDocuments.html</a>	
3	If required, information meetings with affected school staff re School Closure Process	By Jan. 28	See - Terms of Reference	
4	If required a School Closure Meeting will occur: Teachers at affected schools to be closed are to complete and send in the School Staffing Information Form (SSIF).	Later part of February	In the event that a school is to be closed, a minimum of one meeting will be held following the annual distribution of the seniority list to the system to discuss the process for the placement of staff in the affected schools for the subsequent school year. The meeting will include the staff of all affected schools, the Administration of all affected schools, Union representative(s), representative(s) of Senior Administration, and the Human Resources Staffing Officer (Teaching).	
<b>MARCH BREAK, March 14-18, 2022</b>				
5	If required, those affected by	March 21		

	<p>School Closure, teachers will retain the ability to apply for Mobility according to the agreed upon timelines established by the JSC. Teachers Available for Transfer, who are not also Surplus to the System, will be placed by the Joint Staffing committee during the Elementary Staffing process according to the timelines established by the JSC.</p>			
6	<p>Teachers submit the School Staffing Information Form (SSIF) to the Principal by the last school day in March indicating teaching assignment preferences for 2022-2023 school year. As the staffing process unfolds, there may be a need for consultation and a request to review and update the information on the SSIF's. Any prior assignment adjustments in the previous school year should be considered at this step in the process.</p>	March 31	<p>teachers that are accommodated at Virtual School to receive SSIF form from Virtual School principal and are to be returned to their home school principal</p>	
7	<p>Teachers requesting a leave under Articles L28, L33 or L39 are requested to make their intent known to their supervisor and H.R. Teachers who moved under Article</p>	March 31	<p>If the event of a school closure teachers returning from a leave may become a system responsibility.</p>	

	L16.02 or L16.03 (mobility and exchange) and who wish to return to their previous school(s) must notify H.R. by last teaching day in March.			
8	Projected ADE confirmed and numbers to ETFO.	April 1	Subject to updates on enrolment Admin must notify the Superintendent of Business if there is an anomaly in numbers by April 30. This will help to minimize disruption in the fall. The consultation is honoured as part of the process.	
9	Tentative date for confirmation of Admin positions.	April		
10	If required, internal postings of all System Staff for CST and SS vacancies as approved by the JSC, under Articles L12.03; L12.04; & L12.05.	Week of April 4	Current Term: Sept 1, 2017 to June 30, 2022	
11	Special Education Deployment	April 14		
12	Staffing calculations, allocations and proposed school organizations will be completed at the Education Centre on spreadsheet form. JSC will meet to review this information prior to it being sent to schools.	<b>April 21, JSC meets, 9:00 a.m.</b>	Article L37.04.01, JSC membership as per Article L14.  Articles L7.04.01 and L7.04.01.04 information on staffing, class size and enrolment, will be shared with the JSC.	
12.5	Medical Accommodation	By Apr 29 where possible	Those on medical accommodation will need to make the Wellness Officer aware of plans for the following school year	
13	Principals need to be aware of the anticipated FSL vacancies within schools and communicate this to HR.	April 29	Discussion will occur with ETFO to try to minimize as many FSL vacancies where possible. Need to be aware of FSL vacancies. Principals to report if they have more FSL teachers than assignments in their school. Administrative transfers to support FSL system needs may occur	
14	Deadline for Resignations from the Board	Nov 30 & April 30		

15	Staffing numbers electronically sent to Principals along with the completed School Staffing Summary Form for verification	April 29 by noon	- Google Link with staffing numbers to be sent electronically	
16	Principals verify the School Staffing Summary Form indicating potential surplus names	May, 3 12:00 Noon	- L37.05.05 This date is the deadline to apply to Principal and Superintendent of HR for exemption: Exempting Teachers with additional Ministry qualifications. - Teachers who are potentially TAT will be informed at Step 18	Traditionally the Monday following April 30 –
17	If required, only teachers from the school slated for closure shall be required to move to another affected school. Teachers in affected schools not slated for closure will retain their staffing allocation within the school subject to Article L37 (Transfer and Surplus) and Article L16 (Mobility).	May 3		
18	H.R. will confer with Administrators to confirm the School Staffing Summary Form in Google Docs is complete.	May 4		
19	JSC Elementary convenes to review surplus/vacancies as well as Elementary Staffing forms submitted by Principals	<b>May 5 8:30 JSC meets</b>	- Tentative French exemptions (L37.05.05) are shared with the JSC	
20	If required, Transfer and Surplus letters sent out to those who may be surplus to the district	May 6		
21a	CONFIRMATION of SCHOOL STAFFING SUMMARY FORM:	May 6 by end of day,		

21b	<p>The Principal will speak to any teacher who is surplus to the school in the presence of the Steward. The administrator will review the next steps of the process with the teacher</p> <p>Vacancies existing within schools will be communicated for the 2022-2023 school year at each school. Teachers will be considered for vacancies according to information provided on (SSIF). Reasonable consideration will be given to placing a teacher in a position, if he/she is the only teacher interested. In the absence of relevant information preventing placement, the teacher will be placed in the position.</p>	May 9 by end of day, (Monday)	Admin will consider: Staff strengths, interests, preferences, school priorities.	
22	School Staffing Committees will confirm school organization meeting dates and times will be scheduled for dates following Day 15 of the Spring Staffing Process.	May 9 (Monday)	Article L17 – school staffing committees	
23	Principals will communicate anticipated teaching assignments for the 2022-2023 school year. Article L17.01.	Prior to Day 1 (May 16) of the Spring Staffing process	If required for school closure sites: Following the distribution of staffing numbers to the system, and after appropriate consultation and coordination, the Principals(s) will allocate teaching assignments in the school(s), with reference to the Temporary Seniority List for Affected schools and the provisions of Article L37 pertaining to Transfer and Surplus.	

	See also Teacher Exchange, Article L16.03.			
24	Principals declare all remaining vacancies to the H.R. Dept. Please note: Principals plan to have a meeting by end of day on May 11 with your Staffing Committee and send into HR the proposed vacancies. The proposed vacancies will be sent to ETFO.	May 11 (Wednesday)	The proposed vacancies will be sent to ETFO prior to the JSC meeting for approval. Once approved then vacancies will be posted to the District as Phase One.	
25	If required for School Closure sites: The allocation of teaching assignments to those in affected schools takes place.	Prior to Day 1 (May 16) of the Spring Staffing process	If required for school closure sites: Teachers will be notified of their anticipated teaching assignment and location according to timelines established by the JSC. At the teacher's request, a debriefing meeting will take place in which the teacher receives an explanation of the rationale used to determine the individual teacher's assignment and location for the subsequent school year.	
26	ETFO will facilitate teacher exchange Article L16.03, information through the school Stewards. Teachers are responsible for making the necessary contacts and completing paperwork by the deadline.	Prior to Day 1 (May 16) of the Spring Staffing process	The teacher in an affected school slated for possible closure may wish to consider a possible Exchange and should call the ETFO Local Office for further information.	
27	<b>Process Review Meeting:</b> <b>Day 1</b> – Expanded (hereafter referred to as JSC) <b>JSC meets</b> to discuss the staffing process.	<b>May 16, 1:00 p.m.</b>		
	<b>Phase One:</b> <b>Day 2:</b> Day one of the two-day vacancy posting, noon to noon. Teachers complete	May 17	As per Articles 16.02 and 16.03	

<p>Phase One of the “Elementary Staffing Information Form” (ESIF) to be submitted electronically using the link sent within the posting.</p> <p><b>Day 3</b> – Teachers continue to complete Phase One “Elementary Staffing Information Form” (ESIF).</p>	<p>May 18</p>		
<p><b>Day 4</b> Postings close at noon on Day 4 and HR compiles information and shares data with ETFO.</p>	<p>May 19</p>		
<p><b>Day 5</b> The JSC meets to review the information. School Principals with vacancies will be called and will electronically receive the data to review. Teachers may consult with ETFO.</p> <p><b>Day 6</b> – Consultation period continues</p>	<p><b>May 24, AM, JSC meets</b></p> <p>May 25</p>		
<p><b>Day 7</b> – Phase One vacancies are filled by the JSC. One offer per person is made based upon the JSC decision.</p> <p><b>Day 8</b> – Phase One vacancies continue to be filled by the JSC. One offer per person is made based upon the JSC decision. Vacancies for Phase Two are determined by the principal and compiled by HR.</p> <p><b>Phase Two:</b></p>	<p><b>May 26, JSC Mtg.</b></p> <p>May 27 if needed</p>	<p>The names of teachers completing the New Teacher Induction Program (NTIP), including the TPA process are presented before the Board on May 27.</p>	

<p><b>Day 9</b> – ETFO and HR will review the Phase Two postings. Day one of the two-day job postings are sent out to the district by 12:00 noon. Teachers complete Phase Two of the “Elementary Information form” in order to apply, forms are submitted using the Google docs form, link in Phase Two posting. Teachers may complete the Phase Two (Voluntary Mobility) section of the form.</p> <p><b>Day 10</b> – Teachers continue to complete Phase Two Elementary Information form.</p> <p><b>Day 11</b> – Posting closes at Noon.</p>	<p>May 31</p> <p>June 1</p> <p>June 2</p>		
<p><b>Day 12</b> – The JSC meets to review the information. School principals with vacancies will be called and will electronically receive the data. Teachers may consult with ETFO.</p>	<p>June 6, JSC Mtg.</p>		
<p><b>Day 13</b> – School principals with vacancies continue to be called to share relevant information with the JSC principal reps. Teachers may continue to consult with ETFO.</p>	<p>June 7</p>		
<p><b>Day 14</b> - The JSC will meet to begin filling the Phase Two vacancies. One offer per person is made based on the</p>	<p>June 8</p>		



	JSC decision. Vacancies for Voluntary Mobility are determined.			
	<b>Day 15</b> - The JSC will continue to fill Phase Two vacancies or Voluntary Mobility. The Mobility process will take place according to the C.A. the JSC decisions will be based on teacher applications and Principal/Union consultations.	June 9	Phase 2 Part B Mobility	
	<b>Phase Three:</b> <b>Day 16</b> – Confirmation of the external hiring process as per the staffing timelines.	To be determined		
	<b>Day 17</b> – Individual external postings	Following Day 16		
28	Schools where staffing is complete may have the School Staffing Committees begin to meet from June 10 onward after Day 15.	June 10 onward		
29	Timetables submitted to SSC	Sept/Oct 2022	Article L17.04.01	
30	Teacher timetable analysis with revisions as necessary. JSC reviews timetable analysis.	Sept – Dec. 2022	Article L11.02	
31	JSC reviews staffing needs and vacancies.	Sept 15, 2022	Article L38 – September Enrolment Imbalances. If required posting of vacancies under Article L5.02. Notification of at least 5 school days and at least 2 of which shall be preparation days.  Should the K-12 schools ECE kindergarten allotment be affected during the Elementary September Enrolment Imbalances, CUPE staff will require notification.	