

Staffing Timelines for 2018-2019*

Week of Jan 15	Distribution of Teaching Assignment requests to teachers
January 19	School Staffing Committee renewed
January 26	Principals share finalized projection with School Staffing Committee; Principal to dialogue with Committee re: school organization options (cross-divisional splits require discussion with all teaching staff)
By January 31	Principal to give Administrative Transfer Letter to teacher, as required
Prior to Feb 1	Principals communicate timelines and processes related to teacher transfer and surplus process to all teachers
February 1	Posting of Seniority List in schools by end of day Teacher Transfer process begins
February 12	Vacancy List #1 (new school & <i>new</i> FI Primary Dual Track only); ASD vacancies sent via email Return from Leave List (weekly)
February 15	Principals declare surplus by end of day – must involve ETFO Steward
February 20	Vacancy List #2 (new school & <i>new</i> FI Primary Dual Track only); ASD vacancies sent via email
February 26	Vacancy List #3 published (all schools –weekly until Jun 8); online postings continue indefinitely
Week of Feb 26	Surplus List starts, Return from Leave List continues (separate lists, weekly)
February 28	Full-time to part-time & part-time to full-time requests due in CEC area office by 5 pm
March 7-9	Tentative school organization & tentative teaching assignments shared with staff
March 9	ETFO-YR Teacher Transfer/Exchange Database Survey available (link to be shared through Steward email network)
March 28	First posting of ETFO-YR Teacher Transfer/Exchange Database on bww (updated every Wednesday; available until June 8)
April 3	Tentative organization updated. School staffing committee must be involved.
April 4	Last day for principals to make offer before suspension of Transfer process; offers must be accepted no later than end of day on April 7
April 9- May 8	Transfer process suspended
April 9	Principal/Superintendent assisted surplus placements
April 11-18	CEC surplus placement/Return from leave placements
April 17 – 25	Regional surplus placements
April 30	Deadline for requests for extended leave
May 1 - ongoing	Facilitated placement of part time to increased percentage within school
May 2 - 9	Transfers beyond the school to increase or decrease percentage are considered
May 10	Transfer Process resumes; transfer list reopens
June 8	Transfer List closes at 5:00 p.m.; no offer to occur after this time; offers to be accepted or declined by 4:00pm on June 11; transfers after June 11 require 4 party approval
June 28	Tentative assignments and timetables shared with all teachers, subject to change
up to Aug 27	Qualified part-time teachers will be considered for increased FTE in their current school until the last Monday in August