

Staffing 101

Members often have misconceptions about transfers, staffing, vacancies etc. Here are a few key points that your Local would like to clarify about staffing.

- We have no information at this time about virtual classes for next year. We really cannot predict what is going to occur in the next few months at this time.
- Principals have the management right to assign teaching assignments. If you are qualified to teach it, we cannot grieve a member being placed in an assignment he/she does not want to teach.
- Retirement letters and voluntary transfer requests are confidential and the Local will not share that information with other members.
- Voluntary transfers (teacher requested), **do not** get denied, approved nor do they need the Principals involved to agree to the transfer. If a vacancy exists that is a match, the member gets the transfer. The member will be placed in the vacancy and no approval is required.
- For voluntary transfers, members get a phone call only if the vacancy is **not** a direct match (right school, not the grade requested). If the vacancy is a direct match (exactly what the teacher requested), the member will **not** receive a phone call and will receive a confirmation email from HR.
- Only surplus teachers can displace another teacher (the least senior teacher in a Family of their choice). Teachers requesting a transfer cannot displace in order to get their transfer. Surplus teachers may only do so when no vacancy exists in their Family.
- We no longer complete Choice Forms for staffing. All available vacancies will be communicated to members when the SRPC committee calls you on June 2.
- Members do not have to figure out whether vacancies can be combined. The SRPC will figure all of that out. Sometimes, travel time, bell times or schedules do not allow certain vacancies to be combined.
- Org charts that will be shared with staff in April will only have the number of students in each grade, how many classes, how many prep teachers and

SERT teachers. They will not have the names of teachers assigned to each class.

- Surplus teachers are teachers that there *is* a job for in the upcoming school year, just not at your current location (at this time).
- Redundant means that mathematically, at this time, there is not a position for you.
- Pull backs (Surplus teachers) and voluntary transfers can occur until August 31st. This date has been extended from August 15th.
- We have an information session yearly that explains how we staff and place surplus, redundant and teachers requesting a transfer. Any member can attend and we encourage you to do so. Kelly sent out an email to register for this event.
- New positions are created in the placement meeting when transfers are successful. These positions/vacancies will not be on the original vacancy list that goes out the night before but will be explained when members are called.
- At the placement meeting, we start with the most senior teacher (surplus and members requesting a transfer) and go down the list.
- Surplus teachers now have the option to displace the least senior teacher in a Family of their choice when no vacancy is available in their Family. This would indeed change your Family of Schools.
- Teachers requesting a voluntary transfer may make a deletion/addition to their request once prior to April 30th.
- If members have a staffing question, please ask someone on the SRPC committee, no one else. We constantly have members asking other members staffing questions and sometimes, they are misinformed and the consequences can be quite severe. The best people to contact are Kelly Melanson, Jennifer Johnson, Jodie Gervais, or Michelle Gould.
- Teachers are not placed by the Superintendent any longer. Teachers are offered all available vacancies at the placement meeting on June 2nd.
- Staffing is Article 25 of the Collective Agreement.
- When in doubt.....please ask!!!