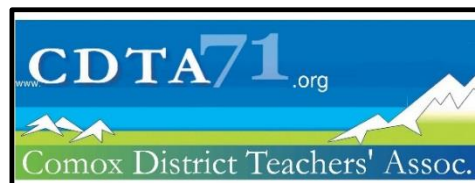




# Handbook for Members Declared Surplus to Needs or Given a Notice of Lay-off



Prepared by the  
Comox District Teachers' Association

(Revised May 2016)



## **Table of Contents**

|  |           |
|--|-----------|
| <b>Staff Rep as an Advocate .....</b>  | <b>3</b>  |
| <b>Who to Call if you need Help .....</b>                                    | <b>3</b>  |
| <b>Article C.20 – Teaching Security .....</b>                                | <b>4</b>  |
| <b>Article C.24 – Reassignments Resulting From Staff Reductions .....</b>    | <b>6</b>  |
| <b>Article E.20 – Teacher Assignments and Reassignments .....</b>            | <b>6</b>  |
| <b>Article E.21 – Teaching Vacancies .....</b>                               | <b>8</b>  |
| <b>Article E.22 – Qualifications .....</b>                                   | <b>9</b>  |
| <b>Article C.25 – Part Time Teacher Employment Rights .....</b>              | <b>9</b>  |
| <b>Reducing Assignments and Requesting Personal Leave or a Job Share ...</b> | <b>10</b> |
| <b>Teacher Staffing Process 2016/17 .....</b>                                | <b>11</b> |
| <b>Staffing Frequently Asked Questions (FAQ’s) .....</b>                     | <b>13</b> |
| <b>How to Apply for Job Postings on the AMS .....</b>                        | <b>18</b> |
| <b>Services Available to Teachers .....</b>                                  | <b>18</b> |

## Staff Rep as an Advocate



Being declared surplus to need or receiving a notice of layoff letter can be a stressful and difficult experience for teachers. Know that you have the support of your colleagues and the CDTA whenever you need it. Your staff rep could be a go to person for you during this difficult time.

- Staff Reps have a working knowledge of the rights of teachers under the collective agreement.
- Teachers who are declared surplus to needs at a school have a right to be represented by the staff rep during conversations. It's important that teachers understand why that are surplus to needs.
- Teachers have a right to representation anytime they are talking with an administrator if they want it. Staff reps will be that representation when needed.
- Staff reps can offer positive support to teachers experiencing surplus to needs or layoff at the school level, while at the same time defending the terms of the collective agreement.
- Staff reps will encourage teachers to call the CDTA office if they need additional advice about future options or any other issue.

## Who to Call if You Need Help

**Due to tight staffing timelines, if you have any concerns about not being shortlisted or chosen for a job, you must contact the CDTA office as soon as possible. The president can help get your questions answered (See E.21.4.e below).**

Here is the contact info for people at the CDTA office who can help you:

1. President – Nick Moore
  - Office phone – 250-338-1461 ext. 1
  - Cell phone – 250-218-3383
  - Email – [pres71@cdta71.org](mailto:pres71@cdta71.org)
2. Vice President – Sherry Dittrick
  - Office phone – 250-338-1461 ext. 2
  - Cell phone – 250-703-6629
  - Email – [vicepres@cdta71.org](mailto:vicepres@cdta71.org)
3. CDTA Office Manager – Michelle Prior
  - Office phone – 250-338-1461 ext. 3
  - Email – [office71@cdta71.org](mailto:office71@cdta71.org)



# Collective Agreement Articles that Apply to Staffing



## ARTICLE C.20: TEACHING SECURITY

### 1. Principle of Security

The Board and the Association agree that increased length of service in the employment of the Board entitles all employees covered by this Agreement to commensurate increase in security of teaching employment.

### 2. Procedures for Reducing Staff

- a. When the Board considers for educational, organizational or budgetary reasons it is necessary to reduce the total number of teachers employed by the Board, the teachers to be retained on the teaching staff of the district shall be those who have the greatest seniority, provided that they are suitable for the positions available as defined in Article C.20.3.
- b. The Board shall give each teacher whose employment it intends to terminate pursuant to this Article sixty (60) days' notice in writing, such notice to contain the reason for termination. The Board shall concurrently forward a copy of such notice to the Association.

***\*\*\*Note that the 60 days' notice was waived so that decisions about layoffs could be made with accurate information***

### 3. Suitability

- a. In this Article, suitability for a teaching position means a teacher has the training, education and experience necessary to perform the duties of the position in a satisfactory manner given a reasonable period of familiarization.

***\*\*\*Note that this is the language used to place people in the expressions of interest***

- b. In reference to this Article, suitability will be determined by the Superintendent of Schools, including the determination of what a reasonable period of familiarization would be and whether or not a reasonable period of familiarization would enable the teacher to perform the duties of the position available in a satisfactory manner.

### 4. Teachers' Rights of Re-engagement

- a. Part-time teachers may not increase the amount of time they teach if at the same time other similarly qualified teachers have had their appointments reduced by layoff procedures.
- b. Teachers who are approved to work reduced appointments will have their appointments reverted to the time held prior to the reduction.
- c. A teacher who is offered re-engagement pursuant to Article E.21.4 shall inform the Board whether or not the offer is accepted.
- d. The Board shall allow ten (10) days from the acceptance of an offer under Article C.20.4.c for the teacher to commence teaching duties. Where the teacher is required to give a longer period of notice to another employer, the Board may fill the position temporarily.



- e. A teacher's right to re-engagement is lost if:
  - i. the teacher is offered two (2) positions for which the teacher is suitable, and does not accept;
  - ii. the teacher accepts continuing employment with another district;
  - iii. the teacher notifies the Board in writing that the teacher is no longer available;
  - iv. an equivalent amount of time to the teacher's aggregate service with the Board elapses after the date of termination, up to a maximum of three (3) years;
  - v. the teacher accepts severance pay.
- f. Upon re-engagement pursuant to this Article, a teacher shall be entitled to a continuing appointment, if available.
- g. It will be the responsibility of the teacher to maintain a current address with the Board.

## 5. Benefits

A teacher who retains rights of re-engagement pursuant to Article C.20.4 shall be entitled, if eligible, to maintain participation in all benefits provided in this Agreement by payment of full premium costs to the Board.

## 6. Re-engagement List

The Board shall maintain a "re-engagement list".

## 7 Severance Pay

- a. A teacher on continuing appointment who has one (1) or more years aggregate service with the Board, calculated in accordance with Article C.2.7 and whose employment is terminated pursuant to Article C.20.2, may elect to receive severance pay at any time within twelve (12) months from the effective date of termination in accordance with Article C.20.2 and prior to the time the teacher's right to re-engagement is lost in accordance with Article C.20.4.e.
- b. Severance pay shall be calculated at the rate of five percent (5%) of the gross salary earned while in the continuous service of the Board, to a maximum of two (2) year's salary. Continuous service is calculated in accordance with Article C.2.7.a and C.2.7.b.
- c. The teacher will receive severance pay in one (1) lump sum within thirty (30) days of application, or on a date that is agreeable to the Board and the teacher.
- d. A teacher who receives severance pay pursuant to this Article surrenders all seniority. If such teacher is rehired by the Board, that teacher shall retain any severance payment made by the Board, and the calculation of length of service shall recommence with the date of such hiring.
- e. Article C.20.7 applies only to those teachers who have been terminated in accordance with Article C.20.2.

**ARTICLE C.24: REASSIGNMENTS RESULTING FROM STAFF REDUCTIONS**

1. If the number of teachers on a school staff exceeds the number of staff allocated to a school, the situation will be formally discussed by all teaching personnel and staff reductions may be brought about internally by teachers who voluntarily initiate:
  - planned retirement
  - leaves of absence
  - part-time employment
  - vocational shifts
  - voluntary transfers
2. If the internal solutions cannot be found, staff members who possess appropriate qualifications and who have least district seniority will have their names forwarded to the Superintendent, who will consider the possibility of reassignments.
3. If the position held by the least senior appropriately qualified teacher is deemed essential to the educational program of the school by the Superintendent, in consultation with the principal, then the position held by the next least senior teacher may be designated surplus to need and that teacher will be considered for the reassignment.



**ARTICLE E.20: TEACHER ASSIGNMENTS AND REASSIGNMENTS**



1. General
  - a. Teacher assignments, reassignments, and appointments will be carried out in accordance with the *School Act*.
  - b. Annually, a committee comprised of up to five (5) representatives from each of the union, Senior Management and the CVPVPA will meet to review the District staffing process.
    - i. The duties of this committee shall include, but not be limited to, ensuring that the staffing process is transparent, fair and honouring of teacher qualifications, seniority and preference.
  - c. The Superintendent or designate, in conjunction with the principal of a school where vacancies exist, shall assess the educational needs of the school and specify the qualifications required to fill each vacancy.
  - d. Principals shall consult with their staffs annually in the spring before determining staffing needs for the following school year, and engaging in the District staffing process.
    - i. Qualifications, [*Intentionally left blank removed by legislation*], and personal preferences of the teacher shall be taken into consideration before assigning a teacher.
    - ii. Teacher assignments shall not be used for disciplinary purposes.

- iii. Upon request of a teacher, the principal (or Superintendent's designate in the case of associated professionals) shall meet with the teacher to discuss proposed changes to the teacher's assignment.
- e. *[INTENTIONALLY LEFT BLANK – REMOVED BY LEGISLATION]*



2. Board-Initiated Transfers (Reassignments)

- a. Reassignments will not be made as a punitive measure except as provided for in Article E.2.
- b. Teacher assignments and reassignments by the Superintendent or designate shall be made in the following order:
  - i. Assignments and reassignments as determined by the Superintendent or designate for the resolution of particular and specific personnel reasons. The reassigned teacher and the president of the Association shall be notified, in writing, of the decision and the reasons for it within three (3) days of determination.
  - ii. All teachers accessing Article G.41
  - iii. All other teachers, including:
    - teachers returning from leave of absence (except those accessing Article G.41)
    - teachers on the reengagement list
    - teachers who have been identified as surplus to needs as defined in Article C.24 or who have volunteered to be downsized
    - teachers granted continuing status under application of Article C.27.8.
- c. Teachers pursuant to Article E.20.2.iii. will be placed by suitability (Article C.20.3) and seniority.
- b. Nothing in the application Article E.20 shall prevent teachers from making applications to posted positions in Round 1 and Round 2 as outlined in Article E.21.
- e. Efforts will be made to meet teachers' personal preferences for reassignments pursuant to Article E.20; however, it is understood that decisions made pursuant to Articles E.20 shall take into account educational, budgetary, and administrative considerations, including the needs of the school(s) concerned.
- f. Prior to initiating a teacher reassignment, the Superintendent or designate shall:
  - i. consult with the teacher;
  - ii. give consideration to the teacher's qualifications and preference, professional and personal goals and place of residence, and wherever possible obtain the teacher's agreement to reassignment;
- g. If a reassignment is necessary after the beginning of the school year, the reassigned teacher may require time free of instruction for classroom planning and school orientation. After consultation with the Superintendent or designate, the reassigned teacher may be granted up to five (5) days free of instruction for this purpose.



- h. The Superintendent or designate will reassign a teacher to a position for which the teacher is qualified, except in the most unusual circumstances.
- i. When the Superintendent or designate assigns a teacher to a significantly different grade level or subject area, the Superintendent or designate and the teacher shall jointly determine, and the Board shall provide the necessary financial and district staff resources, to ensure adequate professional retraining.

#### **ARTICLE E.21: TEACHING VACANCIES**

1. Positions of special responsibilities, as covered by Article B.25, shall be filled by competition. It is understood that the competition may also include applicants from outside the school district.
2. It is recognized that all Board-initiated reassignments pursuant to Article E.20 shall be completed before the application of this Article.
3. Teacher applications for vacancies should specify the job which the teacher is applying for, the teacher's certification, training, and experience with respect to the vacancy, and other information pertinent to the position.
4. Posting ***\*\*\*Note that the 5 calendar day time for posting has been waived this year to allow all of the rounds to happen before June 30<sup>th</sup>.***
  - a. By a date set by the District Staffing Committee, all known continuing vacancies for the subsequent school year shall be posted internally as Round 1 and filled by the best qualified applicants. Any teacher with a continuing appointment interested in any of the positions shall make application within five (5) calendar days of the posting (not including statutory holidays).
  - b. Any continuing position for the following school year which is vacant, after the application of Article E.21.4.a shall be posted internally as Round 2 and filled by the best qualified applicants. Any teacher with a continuing appointment interested in any of the positions shall make application within five (5) calendar days of the posting (not including statutory holidays).
  - c. Any continuing position for the following school year which is vacant after the application of Article E.21.4.b. and prior to June 1<sup>st</sup> shall be posted internally as Round 2 Supplemental and filled by the best qualified applicants. Any teacher with a continuing appointment interested in any of the positions shall make application within 5 calendar days of the posting (not including statutory holidays).
  - d. Where two (2) or more applicants have equal qualifications pursuant to the application of this Article, the applicant with the greater seniority will be appointed.
  - e. Teachers who apply for postings but are not successful shall be notified, upon request, in writing. Such teachers may request a meeting with the Superintendent or designate to discuss the matter and may be accompanied by a representative of the Association.
5. Any position which is vacant after the application of Article E.21.4.a., E.21.4.b and E.21.4.c or those positions which become available subsequent to June 1<sup>st</sup> for the following school year or after September 1<sup>st</sup> for the current school year, shall be posted/advertised externally as Round 3 for 5 calendar days (not including statutory holidays) and filled as temporary positions by the best qualified applicant.







## **ARTICLE E.22: QUALIFICATIONS**

1. The terms “qualification”, “qualifications” or “qualified” as used in this Agreement are not a synonym for “certification”. “Qualification”, “qualifications”, and “qualified” have a much wider meaning. The words “qualification”, “qualifications” and “qualified” as used in this Agreement are more closely associated with the term “preparation” or “general professional suitability”.
2. In this Agreement, “qualification”, “qualifications”, or “qualified” shall take into account the following features:
  - a. certification;
  - b. recent experience in a similar assignment;
  - c. academic preparation, suitability of major and minor subject fields, program concentrations, and subsequent training;
  - d. quality of service as reflected in reports prepared pursuant to Article E.23.
  - e. past performance, judged from contacts made with the referees named by the applicant, one of which should include the applicant’s last supervisor.

***\*\*\*Note that this is the BEST QUALIFIED language that is used to determine successful applicants in rounds 1, 2, and 3.***

## **ARTICLE C.25: PART-TIME TEACHER EMPLOYMENT RIGHTS**

1. A teacher with a continuing appointment to the teaching staff of the district may without prejudice to that appointment request a change in teaching time. The teacher shall advise the Superintendent and the current principal, in writing, prior to March 1<sup>st</sup>. Serious consideration shall be given to such requests. If a request is refused, the Superintendent or designate, on request, will meet with the teacher(s) to discuss the reasons for the refusal.
  2. If a change of appointment is granted under Article C.25.1, at the expiration of the changed appointment the teacher shall revert to the appointment time previously held.
  3. Two teachers employed by the Board may jointly request a specific job sharing assignment in respect of a single full time position. Such a request shall be processed pursuant to Article C.25.1. Where the request is granted, salary shall be prorated according to the percentage of time worked by each teacher. When one of the teachers agrees to work due to the temporary absence or illness of the other teacher, that teacher shall receive payment at full pro rata scale placement for all such work upon ratification of this Agreement.
1. In scheduling part-time assignments every reasonable effort will be made to avoid regularly programmed split days.

# How do I Reduce my Assignment or Request a Personal Leave or Job Share?



## **1) Request for Personal Leave**

Here is a link to the form you need to fill out:

<http://www.sd71.bc.ca/hr/employees/Request%20for%20Personal%20Leave.pdf>

Requests for personal leave received by March 1<sup>st</sup> for the following year will almost always be approved. Teachers can request a personal leave at any time after that, but they will be considered by HR on a case by case basis. They are often approved if a qualified replacement can be found, but there is no guarantee. Once a personal leave is approved it cannot be rescinded. Please read all of the fine print at the bottom of the form.

Teachers on a personal leave can ask to have their names added to the TTOC list while on personal leave. You must contact HR to make this happen.

## **2) Request for Reduction in Assignment**

Here is the link to the form you need to fill out:

[http://www.sd71.bc.ca/hr/employees/teacher/documents/Request%20for%20Personal%20Reduction%20in%20Assignment%20\(teaching%20staff%20only\).pdf](http://www.sd71.bc.ca/hr/employees/teacher/documents/Request%20for%20Personal%20Reduction%20in%20Assignment%20(teaching%20staff%20only).pdf)

Normally, requests for reduction in assignment need to be received by the district by March 1<sup>st</sup>. Once a request for reduction is approved it cannot be rescinded. Please read all of the fine print at the bottom of the form.

## **3) Request to Job Share (C.25 of the Collective Agreement)**

Here is the link to the form you need to fill out:

[http://www.sd71.bc.ca/hr/employees/teacher/documents/Request%20for%20Job%20Share%20\(teaching%20staff%20only\).pdf](http://www.sd71.bc.ca/hr/employees/teacher/documents/Request%20for%20Job%20Share%20(teaching%20staff%20only).pdf)

Normally, requests for a job share need to be received by the district by March 1<sup>st</sup>. Once a request for a job share is approved it cannot be rescinded. Please read all of the fine print at the bottom of the form.



# Teacher Staffing Process 2016-2017 Revised # 3 - TIMELINE

---

*Preface: The process and timeline below were created collaboratively with the CDTA/CVPVPA and Sr. Leaders. It was done in good faith using all info known at the time. Should information become available after the scheduled date in this timeline, the process is expected to carry as planned unless notified otherwise.*

---

- **March 1st** - Deadline for teachers' request for a reduction in assignment or job share, requests for personal LOA, requests for extended maternity leave, notification of return from LOA. Also preferred date for retiring teachers to submit their notice of retirement.
- **April 19 – 21st** - Registration for K- French Immersion, K-Montessori, K- ABED, as well as Grade 6 Late French Immersion, Elementary Fine Arts e-Academy (FAE) and Elementary ENTER program.
- **April 19-21st** - Registration for regular full day K.
- **April 22nd** – Preferred date for district to receive cross-boundary transfer requests from parents so initial student placement is completed and preliminary teacher staffing allocation revised by **April 29**.
- **By May 9th** – Preliminary staffing allocations (based on info known to date) and staffing matrix sent to each school principal for completion. Each principal begin consultation with continuing teachers (excluding re-engagers) about their school's staffing allocation and individual assignment preferences.
- **By May 13th** – Revised deadline for teachers' request for a reduction in assignment or job share.
- **By May 13th** – Deadline for teachers opting to be self-declared “downsizers” from their school.
- **Week of May 16th** – Each principal meets with Assistant Superintendent/ Director of Elementary Instruction and Director of HR about their school staffing for 2016/17.
- **By May 22nd** – Each principal sends their completed staffing matrix to HR providing list of staff reductions (downsizers) if applicable, or outlining open vacancies, if any, at their school (FTE, grade level, subject area, etc. in preparation for postings).

If there are more continuing teachers than what staffing allocations allow, downsizing will occur based on the needs of the school (or the needs of the district for district positions). Continuing teachers with no positions (downsizers or returnees from LOA – 2 years), re-engagers (temporary teachers who have obtained continuing status per contract) and self-declared downsizers will become part of the Teacher Placement List.

- **May 26th** – Teacher staffing process committee reps (2 PVPA, 2 CDTA upper Execs and 5 Sr. Leaders) establish a seniority date threshold for lay-offs. All continuing teachers (regardless of position or specialty) with a seniority date later than the seniority date threshold will receive a notice of pending lay-off and become part of the Teacher Placement List.
- **May 27th or May 30th** - Notice of pending lay-off, notice of downsizing and notice of surplus to needs hand-delivered by principals to each affected teacher on the Teacher Placement List.
- **By June 3rd at noon**– Expression of interest postings limited to teachers on the Teacher Placement List – posted are all available continuing vacancies and year-long temporary vacancies but excluding

vacancies created by retirement/resignation. Teachers on the Teacher Placement List to apply using on-line process (application + ranking of job preference) no later than **noon on June 8th**. Paper application/job ranking preference form, or incomplete and late applications will not be accepted.

- **June 9th** - PVP meeting re: pre-round 1 placement of teachers on the Teacher Placement List in order of seniority and suitability with consideration of teachers' preference. Principal to contact teachers placed at their school.
- **June 9th after PVP meeting** – Informational meeting with the joint Teacher Staffing Process Review Committee to share the work accomplished at the PVP pre-round 1 placement meeting.
- **By June 10th** – Notices of pending lay-off rescinded, if applicable. Full/partial recall list established.
- **By June 10th** at noon– Round 1 postings – posted are unfilled continuing vacancies after pre-round1 placements and vacancies due to retirements/resignations. All continuing teachers can apply using the on-line process (application + ranking of job preference). Paper application/job ranking preference forms, or incomplete or late applications will not be accepted. Hiring principal to determine best qualified teacher – interviews may be part of the process. Application deadline is **noon on June 13th**.
- **By June 10th** –Preliminary round 3 postings (specialty positions only) with preference given to qualified internal candidates, if any.
- **By June 17th** - Round 2 postings- posted are domino vacancies from round 1 and new retirements/resignations. All continuing teachers can apply using the on-line process (application + ranking of job preference). Paper application/job ranking preference forms, or incomplete or late applications will not be accepted. Hiring principal to determine best qualified teachers in round 2 postings – interviews may be part of the process. Application deadline is **noon on June 20th**.
- **By June 24th** - Expression of interest postings limited to teachers on the full or partial Recall List – posted domino vacancies from round 2 and any new temporary vacancies. Eligible teachers to apply using the on-line process (application process/ranking of job preference). Paper application/ranking preference forms, or incomplete or late applications will not be accepted. Application deadline is **noon June 27th**.
- **June 27th p.m.** – Meeting of 5 PVP reps and 5 Sr. Leaders from the Teacher Staffing Committee meeting re: placement of teachers on the full or partial Recall List in order of seniority and suitability with consideration of teachers' preference. Principal to contact teachers placed at their school.
- **By June 29th** - Round 3 postings open to external candidates. Please note that continuing teachers are not eligible to apply for temporary postings in Round 3.
- **By November of subsequent school year** - Teacher Staffing Process Review Committee meeting to debrief and review the process used for 2016/17 and begin planning for 2017/2018.



# FREQUENTLY ASKED QUESTIONS (FAQs)

RE: TEACHER STAFFING PROCESS- 2016/17

Source: SD71 Human Resources



## 1. What do I need to know about the teacher staffing process for 2016/17?

The staffing process for 2016/17 is the exactly the same process used last year. To refresh your memory, please read this FAQ carefully so you are aware of what will occur and when. The continued focus of the staffing process for 2016/17 is to maintain as much stability as possible at the school level (which includes minimizing the number lay-offs) while using a transparent process.

## 2. What happens to teachers who are downsized at their school or self-declared downsizers?

Downsized teachers become part of the Teacher Placement list. They will receive a notice of downsizing by May 26<sup>th</sup> (self- declared downsizers) or by May 26<sup>th</sup> (downsizers) and get to post into available positions in the Expression of Interest postings on June 3<sup>rd</sup>. They would then be placed on June 9<sup>th</sup> in order of seniority, suitability and teacher preference.

## 3. Can I volunteer to be downsized at my school if I am not happy where I am?

As part of the 2016/2017 process, a teacher can volunteer to be downsized by providing a self-declaration of downsizing by the deadline of May 13<sup>th</sup>, 2016. After that date, a teacher cannot elect to be downsized and would need to post in round 1 or 2 if they wish to change position and/or location.

## 4. Are teacher transfers allowed in the 2016/17 staffing process?

Teacher transfers are only considered for serious personnel reasons (which are rare).

## 5. When will re-engagers know their assignment for 2016/17?

Per contract, re-engagers are on the Teacher Placement list awaiting placement. They will get to post into available positions in the Expression of Interest postings on June 3<sup>rd</sup> and be placed on June 9<sup>th</sup> in order of seniority, suitability and teacher preference.

## 6. When will we know if there will be lay-offs?

The lay-off date will be determined by a joint committee of PVPA/CDTA and Sr. Management on May 25<sup>th</sup>. Notices of pending lay-off will be hand-delivered to affected teachers May 26<sup>th</sup>.

## 7. Why do we have to lay-off so many teachers every year?

Due to contractual requirements, the district is required to provide notices of pending lay-off to a sufficient number of teachers so that all downsizers and returnees from leave (2 years) with high seniority are assured a suitable position at their FTE entitlement.



## 8. If I am downsized or get laid-off, when will I know my placement for 2016/17?

All teachers on the Teacher Placement list will participate in the expression of interest postings and be placed in order of seniority, suitability and teacher preference at a PVP meeting on Thursday June 9<sup>th</sup>.

**9. What positions will be posted in the Expression of Interest postings?**

Vacancies to be posted in expression of interest postings are: vacancies vacated by lay-offs and all temporary vacancies known to date.



**10. Who can apply in the Expression of Interest postings?**

Only teachers on the Teacher Placement list can apply.

**11. Who is on the Teacher Placement list?**

The Teacher Placement list is comprised of downsizers, returnees from leave (2 years) and teachers in receipt of a notice of pending lay-off.

**12. Will Expression of Interest postings come out before Round 1 postings?**

Yes, the Expression of Interest postings will come out on June 3<sup>rd</sup> with a closing date on noon on Wednesday June 8<sup>th</sup>. Round 1 postings will come out on June 10<sup>th</sup> with a closing date of June 13<sup>th</sup>.

**13. What positions will be posted in Round 1?**

All full time continuing positions created due to retirement/ resignation received by contractual deadline of May 31<sup>st</sup> will be posted in Round 1 on June 10<sup>th</sup>.

**14. Do I need to submit an application form for each job I am interested in?**

In order to be considered for any internal postings, you will need to submit an application using the on-line application process. For a video demonstration and step by step instructions on how to apply for position using the job posting web, please go the SD71 web site, Employee Web Centre and then click on AMS.

**15. Can I apply on-line or by sending a paper copy?**

You can only apply on-line using the on-line application process for internal job postings. Paper copies or late applications are not accepted.

**16. Are continuing positions vacated by lay-off posted in Round 1 this year?**

No, as part of the process for 2016/17, continuing positions vacated by lay-off will be posted solely in the Expression of Interest postings and only teachers on the Teacher Placement List are eligible to apply.

**17. When will I know if I am the successful applicant in a Round 1 posting?**

Round 1 postings will be filled by the best qualified teacher as recommended by the hiring principal. Short-listed candidates will be contacted by the hiring principal within a few days of the closing date and the successful candidate contacted soon thereafter.

**18. Will there be interviews for Round 1 or 2 postings?**

Yes, interviews may be part of the process in Round 1 and Round 2.



**19. If I asked for a personal reduction in my assignment for 3 years in a row, do I lose my full time entitlement?**

No. A reduction in assignment is only for one school year and teachers can request a reduction in assignment every school year if they so choose without affecting their full time entitlement. All continuing teachers revert to their continuing FTE on July 1<sup>st</sup> of each school year.



**20. If I was granted a personal reduction in my current assignment to .5 FTE, can I apply for a 1.0 FTE continuing position in Round 1 and assume that I would work .5 FTE based on my previously granted reduced assignment?**

No, requests for reduction in assignments per C.25 are only for the school you are at when you apply for the reduction. If you apply to a different school in Round 1, it is no longer applicable. If you get a 1.0 FTE continuing position in Round 1, you would be expected to work full time for the school year. You could also make a new request for a reduction in assignment but it may or may not be considered since it is after the March 1<sup>st</sup> deadline per contract.

**21. If I apply for Round 1 and am successful, can I turn down the job?**

If you are successful in winning a posting in Round 1 or 2, you can opt to turn it down.

**22. If I am downsized from my school and placed, can I still apply for Round 1?**

Yes. Downsizers will be placed in the pre-Round 1 PVP placement meeting on June 9<sup>th</sup>. They can also apply for Round 1 and 2 if they wish.

**23. Will Round 1 postings be awarded by seniority?**

Internal posting rounds (Round 1 and Round 2) will be awarded to the best qualified applicant for the position. When two teachers are deemed equal in terms of qualification, then seniority is used as the tie breaker.

**24. What happens if I am the successful applicant in Round 1 and am a “laid-off” teacher?**

If you are a “laid-off” teacher who has not been placed in the Expression of Interest postings on June 9<sup>th</sup>, your notice of lay-off will be rescinded and you can be considered for Round 1 if you applied. You are then eligible to apply to Round 2 if you so wish and if successful be awarded the position.

**25. As a teacher on the Teacher Placement List, do I lose my entitlement if I apply for a part-time position as part of the Expression of Interest postings?**

No, if you are a 1.0 FTE teacher who has expressed an interest in working part-time and as a result are placed in a part-time position, you are considered on partial recall for the 2016/17 school year. You will still have a reverter status of 1.0 FTE for the following school year.



**26. If I am a 1.0 FTE teacher on the Teacher Placement list wanting to work full time, should I only apply for full time jobs in the Expression of Interest postings or?**

According to Article C.20. of the teachers' contract, teachers on the Teacher Placement list are to be placed in order of seniority and suitability. You should apply for all jobs you are suitable for and rank suitable jobs in order of preference. If you only want to work full time and would rather be unemployed than work part-time, then you should only apply for full time positions. On the other hand, if you are interested in working part-time for 2016/17, then you should apply for part-time positions since you will revert back to your FTE entitlement the following year.

**27. How many jobs can I rank as my preferred choices?**

As part of the on-line application process, you will be asked to rank in order of preference all positions you wish to apply for. There is no limit.

**28. Is there a chance that a teacher on the Teacher Placement list may end up without a job?**

Teachers on the Teacher Placement list may land on the recall list if all suitable positions they applied for in the Expression of Interest have been filled by suitable teachers with higher seniority. It is therefore recommended that teachers on the Placement List apply for all positions they feel they are suitable for and rank those in order of preference i.e. teachers will ONLY be placed in positions they applied for.

**29. What is the definition of suitability?**

Per Article C.20.3.a. of the teachers' contract, suitability for a teaching position means a teacher has the training, education and experience necessary to perform the duties of the position in a satisfactory manner given a reasonable period of familiarization.

**30. Who makes the determination about suitability?**

Per Article C.20.3.b. of the teachers' contract, the Superintendent of Schools makes that determination.

**31. When will I know about my placement for 2016/17 if I am on the Teacher Placement list?**

PVPs are meeting as a group on Thursday June 9th to determine teacher placement for 2016/17. The goal is to notify teachers of their placement soon thereafter.

**32. Who can apply in Round 2 postings?**

All continuing teachers can apply including teachers who were successful in Round 1 postings.

**33. What happens to vacancies from notices of retirement received after Round 1?**

Vacancies due to letters of retirement received after Round 1 will be posted in Round 2 on June 17th. All continuing teachers can apply.





**34. I know of a teacher who is retiring, how come their job is not posted?**

In previous staffing processes, retirements would get absorbed to avoid downsizing at a school. As part of the process for 2016/17, a vacancy created by a retirement would remain as a vacancy and not be absorbed even if it means that downsizing is to occur at that school.

What this means is that vacancies created by retirements up to May 31st would be posted in Round 1 or 2. However, please note that the posting may not be the same grade level or subject areas as the retiring teacher's assignment since schools have the option to first reshuffle existing staff assignments prior to filling the vacancy through posting.

**35. What happens to teachers on maternity leave, can they be laid-off or downsized?**

Laid off or downsized teachers on maternity leave can return to work with 30 days' notice. If applicable, they could get a notice of pending lay-off or notice of downsizing in anticipation of their possible return. They would submit their preference of jobs as part of the Expression of Interest postings for teachers on the Teacher Placement list. This means that upon their return they will go to the position they are placed in as part of the placement process.

**36. What happens to vacancies created as a result of dominos from Round 2, are they posted in Round 3?**

Vacancies created as a result of dominos from Round 2 are posted first in the Expression of Interest postings #2 for teachers on full or partial recall. Subsequently, those are posted in Round 3 if there are no suitable teachers on recall to fill those positions.

**37. If I am a continuing teacher, can apply to Round 3 postings?**

Continuing teachers are not eligible to apply for temporary postings in Round 3. Please note that any new retirements after Round 2 are posted temporarily in the Expression of Interest #2 for the following school year and will normally be posted in Round 1 the following spring.

**38. Will there be a meeting this year for teachers on the Teacher Placement list?**

Yes. A meeting for any teacher affected by the staffing process will be held on Thursday June 2<sup>nd</sup> from 3:45-5:15 in the Mark Isfeld Library.

**39. Who to contact if you have questions not covered in this FAQs?**

Your principal and the CDTA office are the key contacts for all questions regarding staffing and the staffing process 2016/17. If P/VPs or the union are unclear about answering questions from teachers, they can contact HR by email at [hr@sd71.bc.ca](mailto:hr@sd71.bc.ca) for assistance.



## How do I Apply for Job Postings on the AMS?

1. For a document that contains step by step directions on how to use the job shopping feature on the AMS to apply for internal jobs in the expression of interest or in round 1 or round 2, click on the following link:

[http://www.sd71.bc.ca/hr/pdfs/HOW%20TO%20APPLY%20TO%20A%20POSTING%20\(Teacher\).pdf](http://www.sd71.bc.ca/hr/pdfs/HOW%20TO%20APPLY%20TO%20A%20POSTING%20(Teacher).pdf)

**\*\*\*You may need to log on to the Employee Web Centre using the same username and password you use to log on to your SD71 email.**

2. If you would like to see a video tutorial on how to apply for internal teaching positions using the AMS go to the following link:

<http://www.sd71.bc.ca/hr/employees/teacher/demos/How%20to%20Apply%20for%20Internal%20Job%20Postings-Continuing%20Teachers%20-%20Demonstration.php>



## Services Available to Teachers

### **BCTF Health & Wellness Program**

#### **BCTF Health and Wellness Program Vision**

The BCTF will assist teacher-members who are unable to maintain, or return to, their teaching positions due to a medical illness or disability by funding an early intervention rehabilitation program. This program is offered on a voluntary basis. The BCTF will promote wellness initiatives in districts and at individual work sites.

#### **How does the program assist a teacher?**

The Health and Wellness Program contracts professional rehabilitation consultants located in communities throughout the province. In consultation with your health care provider, these consultants will coordinate services that help to improve the teacher's health and functional abilities.

#### **How does a Teacher Sign up?**

Teachers can call the CDTA office and talk to the president for a referral. They can also self-refer themselves at the following link: <http://bctf.ca/forms/HW-referral.aspx>

### **Employee & Family Assistance Program (EFAP)**

You can access support and counselling for any reason through Homewood Human Solutions at **1-800-663-1142** or [www.homewoodhumansolutions.com](http://www.homewoodhumansolutions.com). This is an extended benefit that you and the employer jointly pay for. This service is confidential and may be helpful in dealing with workplace stress and transitions. You and/or your immediate family members can access this service as needed.