

HALTON DISTRICT SCHOOL BOARD

January 27, 2012 –REVISED -2

REVISED CRITICAL PATH FOR SECONDARY STAFFING

December 2	19.01.02 b) Seniority Information Sheet for Individual Teachers distributed to Principals
December 2	Voluntary Transfer and Exchange information package sent to schools for posting
December 5 - January 18	Principals review Seniority Information Sheets with staff, completing sections C and D.
December	Manager of Human Resources confirms Headship position entitlement to new school by applying formula to projected ADE
December 12	Preliminary Headship allocation to Administrative Council for information and approval of headships over allocation – new school only (minimum as per C/A)
December 14	Headship structure to SAC – new school only
December 19 4:30 pm	Information session for new school. Location Abbey Park High School.
January 11	All schools bring Headship structure to January SAC.
January 20	19.01.02 d) Teachers submit, in writing, appeals regarding addition of “Subjects Successfully Taught”
January 20	Principals return Seniority Information Sheets to Manager of Human Resources
Last week of January	Planning Department issues release of enrolment projections to Principals, Executive Officer of Human Resources and Superintendents of Education for new school only. (These figures will be used in allocation of teaching for September.)
January 23	New school Headship ad posted – 3 day posting
January 23 - February 17	Data entry of completed Seniority Information Sheets by Human Resources Dept. Verification of seniority experience by Human Resources Dept.
January 25	New school Headship ad closes
January 30 – February 7	Interviews - Headship for new school. Interviews may occur in the evenings.
February 1	SAC reviews appeals of additions to “Subjects Successfully Taught”
February 8	Principal to inform Manager of Human Resources and Staffing Officer of Headship hiring Decisions for new school
By February 10	Students return completed Optional Attendance Applications to Home School
February 13	Internal Ad # 1 – for new school only – 3 day posting
February 15	Internal Ad # 1 – for new school only closes
February 15	15.13.01 Requests for Leave of Absence for September 2012, submitted to Manager of Human Resources

Week of Feb 21 Requests	School Operations staff hold meetings with Principals to consider Optional Attendance
February 21 – March 6	Interviews – Internal Ad # 1 – new school only. Interviews may occur in the evenings.
February 22	Preliminary school enrolment projections issued by Planning Dept.
March 1	Deadline for requests for September 2012 Requests should be submitted to Manager of Human Resources, copy to Principal <ul style="list-style-type: none"> • Voluntary Transfer/Exchange (07.02.01) • Extension of Leave of Absence • Reduced Assignment (26.05.00) • Extension of Reduced Assignment (26.05.01) • Consideration for Increased Assignment (26.06.00) • Confirmation of intent to return to employment status in 2012-2013 for those on reduced assignment in 2011-12 • Confirmation of intent to return from a leave of absence (15.13.05)
March 1	Optional Attendance Decisions communicated to parents
March 2	Deadline for entry of option sheet data into Trillium
March 2	Principals submit requested school enrolment projections to Manager of Planning, copy to Manager of Human Resources
March 2	19.08.08 Final Seniority Lists received in schools <ul style="list-style-type: none"> • non-detailed school list for posting (name, seniority number, seniority experience) • detailed school list available for Principal's reference (not to be posted) • Seniority/Qualifications List
March 5	Preliminary Headship allocation to Administrative Council for information and approval of headships over allocation.
March 5	Planning Department issues second release of enrolment projections to Principals, Executive Officer of Human Resources and Superintendents of Education. (These figures will be used in allocation of teaching and clerical staff for September 2012.)
March 5	Revised projections to Budget Department for calculation of preliminary staff allocation.
March 5 - March 30	19.08.10 Teachers may appeal their placement on the seniority list
March 5	Principals submit applications for Student Success sections
March 6	Manager of Human Resources confirms Headship position entitlement to schools by applying formula to projected ADE
March 7	Hiring decisions from Internal Ad # 1 – new school reported to Manager of Human Resources and Staffing Officer
March 7	Preliminary staff allocation by Budget Department
March 7	Special education staffing by school to Manager of Human Resources
March 7	E-Learning, OYAP/SHSM, ESL, Native Studies staff allocation due

March 8 Meeting to review preliminary Student Success Allocation. Union to attend.

March 8 Incumbent heads indicate to the Principal whether or not they wish to continue with their Headship responsibilities for September 2012

March 8 Principals notify Manager of Human Resources and Staffing Officer of Heads' decisions and Headship vacancies.

March 19 Preliminary staff allocation to Administrative Council for approval

March 19 Second System Headship posted (vacancies due to retirements, resignations, relinquishments)

March 21 Second Headship ad closes

*March 21 Preliminary Staff Allocation issued. Union representatives will attend.
(2 p.m. – JWS Board Room)

March 22 Principals report problems related to allocation to Manager of Human Resources

March 22 Final Staff Allocation distributed to Principals, if necessary

March 26
9:00 a.m. Principals inform Manager of Human Resources and Staffing Officer of Headship hiring decisions

March 26 Third Headship Ad posted

March 28 Third Headship Ad closes

March 29 Principal notifies all Teachers who may be asked to change program or location of their tentative assignments within Gary Allan High School.

March 30 19.01.07
Principals submit to Manager of Human Resources (form templates posted on CHATT):

- list of staff surplus to their school (Note: if there is still a Headship position to be filled, 6 UNFILLED sections must be held)
- list of vacant positions in the school
- staff list, in order of seniority, indicating the Teachers' subject allocations for the next year (use form provided or a school template with necessary information)
- copy of these lists will be forwarded to Union by Manager of Human Resources

April 2 19.01.07
Principal notifies Teacher who is to be potentially declared surplus

April 4 Principals submit requested school enrolment projection to Manager of Planning, copy to Manager of Human Resources-Secondary

April 4 Union and Administration meet to review school submissions in preparation for individual Principal meetings (Trustee Lounge). Schools requiring individual meetings will be contacted.

April 5 Principals inform Manager of Human Resources and Staffing Officer of Headship hiring decisions

April 5 p.m. Meeting (if required) to review written requests for revisions to projected enrolments from Principal by Manager of Planning, School Operations and Human Resources Dept.
(1.30 p.m. Trustee Lounge). Planning will issue a final release of projections.

April 10 Revised projections to Budget Department for calculation of revised staff allocation, if issued.

*April 11 all day	Meetings with individual Principals to identify surplus Teachers and vacancies for those schools identified on April 6 th . Union representatives will attend. (Trustee Lounge)
April 11	17.01.00 Internal Ad #2
April 13	Close of Internal Ad #2
April 13	Budget Department verification of staff allocation based on revised projections, if issued.
April 13	19.01.08 Executive Officer of Human Resources notifies, in writing, each Teacher to be declared surplus to their school
April 13 - 30	Preliminary calculation of possible Excess to Region for program reasons Manager of Human Resources - match vacancies with qualifications of surplus Teachers to determine subject areas that will require external hiring
April 18	19.01.10 Surplus Teachers return preference form to Human Resources, copy to Principal and District 20
April 23 – 4pm	Hiring decisions reported to Manager of Human Resources and Staffing Officer
*April 25 p.m.	Meeting with Principals to place remaining surplus staff, voluntary transfers and exchanges. Union representatives will attend. (1 p.m. – JWS – Board Room)
April 26	Top Up Ad Part time vacancies available after surplus placement will be advertised in a separate top up advertisement available to all part time Teachers. Part time Teachers will be eligible to apply for these vacancies in order to increase their contract status. Part time Teachers who registered their request for increases with the Executive Officer of Human Resources by March 1, 2012 will be guaranteed an interview for vacancies for which they apply and are qualified. Interviews will be granted by Principals for all other candidates who apply to these vacancies based on qualifications, but the Principal has the right to shortlist the number of qualified candidates to be interviewed to five (5).
April 30	31.00.00 Last day for notification to Board of intent to retire as of June 30 th
April 30	19.03.01 Surplus Teachers are notified of their current status: - excess to region - remain surplus to school and have been tentatively assigned to another school Additional excess to region staff identified, due to program needs (not previously declared surplus)
April 30	Top Up Ad closes
May 1 - June 30	19.03.02, 19.03.03 Vacancies shall be filled, if possible, by a Teacher who is excess to region
May 4	Top ups from April 26 ad reported to the Manager of Human Resources and Staffing Officer
May 8	Positions advertised in Internal Ad #1, 2 and/or in the top up ad that were not filled and are clearly not required for surplus Teacher placement - principals may fill in the following order:

- a) offering to Teachers with less than full-time assignments
- b) continuing education Teachers (Part B)
- c) occasional teachers
- d) external applicants

These positions will be identified by the Manager of Human Resources, in consultation with the Superintendent and Union. Principals will not proceed to fill such positions until notified by the Manager of Human Resources.

May 3 -
May 31

INTERNAL ADS

(vacancies not advertised previously and not required for placement of surplus/excess to region teachers)

#	POSTING DATE	CLOSE DATE	HIRING DECISION REPORTED TO MANAGER OF HUMAN RESOURCES AND STAFFING OFFICER
3	May 8	May 10	May 15
4	May 17	May 22	May 25
5	May 29	May 31	June 6

After hiring decisions are reported for each Internal Ad, positions that were not filled and are clearly not required for surplus teacher placement - Principals may fill in the following order:

- a) offering to Teachers with less than full-time assignments
- b) continuing education Teachers (Part B)
- c) occasional teachers
- d) external applicants

These positions will be identified by the Manager of Human Resources, in consultation with the Superintendent and Union. Principals will not proceed to fill such positions until notified by the Manager of Human Resources.

May 9

Final verification of staff allocation by Budget Department, if required.

May 15

19.03.04
Board identifies those Teachers who remain excess to region

May 23

19.04.01
Executive Officer of Human Resources declares Teachers redundant to system
(Board meeting for information prior to May 31)

May 31

19.04.04
Executive Officer of Human Resources notifies Teachers declared redundant to system in writing.

May 31

19.02.05
Surplus Teachers who have been placed in another secondary school may file a letter of right of first refusal to the school from which they were transferred

June 1 – August 15

INTERNAL ADS

Continue as needed for any new full time vacancies. Posted on Wednesdays. Vacancies created as a result of a transfer of a Teacher will be considered an external posting.

EXTERNAL ADS

Ads will be posted on Wednesday as needed - Internal and External candidates may apply and be considered concurrently.

Hiring decisions reported to Manager of Human Resources and Staffing Officer

June 1 onward

LTO ADS -

Hiring decisions reported to Manager of Human Resources and Staffing Officer.

LTO contracts to be signed at school and forwarded to Human Resource Administrator

#	POSTING DATE	CLOSE DATE
1	June 13	June 15
2	June 20	June 22
3	June 27	June 29

*June 4 p.m.

Second Surplus Placement meeting, if necessary. Union representatives will attend.
(Location TBA)

after August 15

19.03.05

Positions that become available are filled, if possible (where qualified), by excess to region/redundant staff Teachers

No further internal ads. Positions that become vacant will be filled in order:

- a) offering to Teachers with less than full-time assignments
- b) continuing education Teachers (Part B)
- c) occasional teachers
- d) external applicants