

REVISED Staffing Timelines for 2021-2022*

February 1	Posting/sharing of Seniority List in schools by end of day
March 1	Full-time to part-time & part-time to full-time requests due in CEC area office by 5 pm (requests submitted after this date will not be unduly denied)
March 8-12	Formation of School Staffing Committee
April 30	Deadline for requests for extended leave
May 7	Vacancy List posting starts (new school & new FI Primary Dual Track only)
May 14	Principals declare surplus by end of day – must involve ETFO Steward Teacher transfer process begins
May 18	Vacancy list is posted for all schools; online postings continue indefinitely.
May 18	Tentative school organization & tentative teaching assignments shared with staff
May 19	ETFO-YR Teacher Transfer/Exchange Database Survey available (link to be shared through Steward email network)
May 21	Surplus List starts, Return from Leave List continues (separate lists, weekly)
May 26	First posting of ETFO-YR Teacher Transfer/Exchange Database on bww (updated every Wednesday; available until regular transfer process closes – June 25)
May 26	Last day for principals to make offer before suspension of Transfer process; offers must be accepted no later than end of day on May 27
May 27 – Jun 11	Regular transfer process suspended for surplus placements. <u>Transfer/Exchange process continues.</u>
Jun 14 - ongoing	Facilitated placement of part time to increased percentage within school (once all surplus teachers are placed)
June 14	Transfer Process resumes; transfer list reopens (once all surplus are placed)
June 14-15	Transfers beyond the school to increase or decrease percentage are considered
June 25	Transfer List closes at 5:00 p.m.; no offer to occur after this time; offers to be accepted or declined by 5:00pm on June 25; transfers after June 25 require 4 party approval
June 25	Tentative assignments and timetables shared with all teachers, subject to change
Up to August 1	Where a tentative assignment is changed after the regular transfer process has closed, and up to Aug 1, a teacher will not require 4-party approval to accept a transfer or to fill a vacancy (L.F.6.0) Prior to any teaching positions being offered to new hires, and at any time a new vacancy is created until August 1, the most senior qualified part-time teacher who requested to increase their time within their school will be offered the increased time, subject to a satisfactory appraisal and the absence of discipline. Where the most senior qualified part-time teacher declines the offer, the next most senior qualified part-time teacher(s) within the school shall be considered in accordance with above (L.F.10.) Where a vacancy exists at another school for which a teacher who has requested to increase their teaching time is qualified, they may apply for the position up to Aug 1 and will not require 4-party approval where the teacher is offered the position (L.D.5.2.3)
up to August 30	Qualified part-time teachers will be considered for increased FTE in their current school until the last Monday in August (L.F.6.0)

* all dates based on YRDSB's "Elementary Regional Staffing Timelines 2021-2022" document