

Staffing Timelines for 2012-2013*

December 22	School Staffing Committees in place
January 9	Distribution of Teaching Assignment/School Organization Planning Survey
January 31	Posting of Seniority List in schools Identification of Administrative Transfers Principals communicate timelines and processes related to teacher transfer and surplus process to all teachers
February 1	Deadline for adding name for the first Transfer List
February 7	First Transfer List published (updated biweekly)
February 14	Vacancy List #1 (new schools only)
February 21	Vacancy List #2 (new schools only) Principals declare surplus by 4:00 p.m.
February 29	Full-time to part-time and part-time to full-time requests due in CEC area office by 5 pm Vacancy List #3 published (all schools –weekly until May 30); online postings ongoing
March 2-3**	Tentative school organization and tentative teaching assignments shared with staff
April 10	Transfer list closes at 5:00 pm; transfer process suspended
April 10-12	CEC surplus placement
April 16 – May 1	Regional surplus / Return from leave placements
April 30	Deadline for requests for extended leave
May 1	Regional surplus placements finalized
May 4- June 30	Facilitated placement of part time to increased percentage
May 9	Transfer Process resumes
May 16-18	New Hiring from Occasional Teacher List only
May 22	External Hiring opens
May 25	Last day to add name to published Transfer List (12:00 pm deadline)
June 8	Final Transfer List distributed to schools Transfer List closes at 5:00 p.m. Transfers after this date require 4 party approval

Please Note:
There will be no
Federation Assisted
Transfer Process
this year.

* all dates based on YRDSB's Elementary Regional Staffing Timelines 2012-2013 document

** School Staffing Committees meet to review organizational models prior to March 3.