



# TEACHER TRANSFER AND POSTING PROCEDURES 2023

**PLEASE READ ALL SECTIONS CAREFULLY TO  
BECOME FAMILIAR WITH THE CONTENTS OF  
THIS DOCUMENT.**

*A joint project of  
Waterloo Catholic District School Board  
and  
Ontario English Catholic Teachers' Association - Waterloo Unit*

*If you have questions, please contact:*

[angie.smydo@wcdsb.ca](mailto:angie.smydo@wcdsb.ca)

[anne.vair@wcdsb.ca](mailto:anne.vair@wcdsb.ca)

[melissa.szymkowski@wcdsb.ca](mailto:melissa.szymkowski@wcdsb.ca)

[meilan.zhong@wcdsb.ca](mailto:meilan.zhong@wcdsb.ca)

[shirley.whittaker@wcdsb.ca](mailto:shirley.whittaker@wcdsb.ca)

[Patrick Etmanski – OECTA President - president@waterloocatholicteachers.ca](mailto:patrick@waterloocatholicteachers.ca)

**Also Located on StaffNet under : Transfer Process and Form**

<https://wcdsbca.sharepoint.com/:f:r/hr/manual/oecta/OECTA-EI-SEC/Shared%20Documents/Transfer%20Process%20and%20Form?csf=1&web=1>

**AND on**

[www.waterloocatholicteachers.ca](http://www.waterloocatholicteachers.ca)

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## PREAMBLE

The procedures contained in this **TEACHER TRANSFER PACKAGE** support the concept that it is important that individuals are able to participate in determining their career path.

## FACTORS

There are many factors that impact the transfer process; some are more remote from our control than others. A few examples are the following:

- **Changing population patterns** which alter the staff required;
- **Closing/opening** of schools and boundary changes;
- **Government legislation** which alters programs, finances and/or staff ratios;
- **Enrolment changes** which alter the number of teachers needed in the system or at a particular school.

## OBJECTIVES

In light of potential challenges, it is important that the process be carried out with the following objectives:

- That a **Christian attitude** be present throughout each stage of the decision-making process;
- That the transfer process shall operate in an **open, honest and consistent manner**;
- That the **dignity** of all individuals involved in the transfer process be maintained;
- That **opportunities for the professional development** of all teaching staff be provided;
- That the **strengths of individuals** be matched to the designated **needs of the school and community** in which they operate;
- That the needs of teachers, schools and the system be addressed through **fair and equitable practices**.

# TRANSFER PROCESS BY REQUIRED PLACEMENT

## **Please note:**

This section of the TRANSFER PROCESS addresses the need to place individuals who meet one of the criteria described on the following pages.

All required placement teachers are assured that they will be placed.

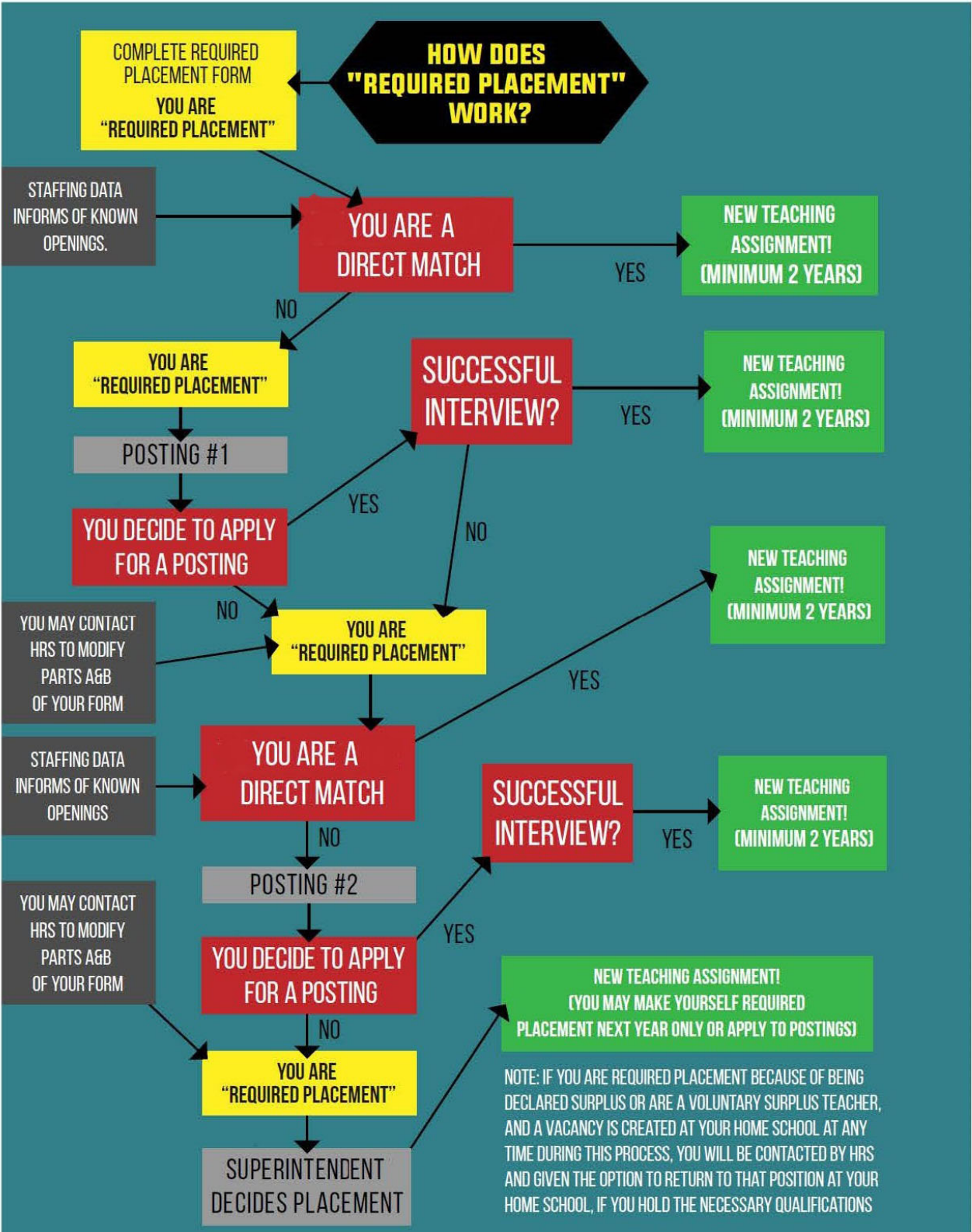
Teachers who decide to make themselves required placement, **GIVE UP THEIR ASSIGNMENT AT THEIR CURRENT SCHOOL.** The opening created may be filled prior to this teacher getting a new assignment.

Prior to each posting, if a direct match exists between a required placement teacher's first choice of both area of teaching and location on the Required Placement Form and an opening, this teacher shall be placed in the assignment.

A teacher remains a required placement until there is a direct match or they are successful after applying for a posting, or are placed at the end of all postings.

Required placement teachers are encouraged to apply to all posted positions that they are qualified for and are of interest to them.

Once all the postings are complete, if a required placement teacher is not assigned to a position, they will be assigned a position that best fits their request for which they are qualified, by the Superintendents of Schools. In cases where the teacher's preferences are not able to be accommodated, the teacher will be placed in a school that is the best match available. In rare cases, the teacher may be reassigned to their current school.



## WHO PARTICIPATES

A teacher becomes REQUIRED PLACEMENT due to:

1. SURPLUS (A teacher who, due to changes in school enrolment or class size funding, does not have an assigned teaching position in their present school(s)).
  - Where a surplus in staff at a school site is deemed necessary, a reduction(s) will be made in the following order:
    - i) retirements and resignations;
    - ii) teachers on approved long-term unpaid leave;
    - iii) teachers who volunteer to transfer;
    - iv) the least senior classroom teacher, providing that the remaining teachers have the qualifications as defined in the Education Act to fill the remaining teaching positions at the school.

If i) or ii) occurs and matches the number of surplus teachers, then no surplus teachers will be declared.

It is understood that any surplus at a school should be announced to staff at a meeting of staff, where required placement volunteers will be requested.
2. SCHOOL CLOSING
  - all teachers at a school that is closing.
3. RETURNING FROM A BOARD-WIDE POSITION TO A SCHOOL
  - a teacher who is returning to a teaching assignment in a school, from a board-wide position.
4. TEACHER SEEKING CHANGE AFTER 5 YEARS IN A SCHOOL
  - a teacher who has completed five or more continuous school years of experience in their present school as of August 31<sup>st</sup> of the present year (including up to one year of leave) and who chooses to be placed in a teaching assignment in another school.
5. RETURNING FROM LEAVE OF ABSENCE
  - An elementary teacher who is returning from a long-term unpaid leave of absence of one year or more or a secondary teacher returning from a long-term unpaid leave of absence of two consecutive years.
  - This does not apply to a teacher immediately returning from a leave of absence that was as a result of:
    - i) pregnancy/parental or adoption leave, or;
    - ii) deferred salary leave.

6. TEACHER SEEKING HALF-TIME LEAVE OF ABSENCE (NOT Change in Full-Time Equivalent Status)

- a full-time elementary classroom teacher who requests a half-time unpaid leave of absence. This teacher must become required placement for the portion of time they will be teaching. Their former teaching assignment will be posted as part of the transfer process.

7. REDUCTION TO A 50% CONTRACT

- a full-time elementary classroom teacher who requests to reduce their contract to half-time. This teacher must become required placement for the portion of time they will be teaching. Their former teaching assignment will be posted as part of the transfer process.

8. TEACHER FILLING A POSITION THAT BECAME VACANT MID-YEAR

- a new teacher who has been hired on or after August 15, 2022 because of an increase in enrolment, or because of resignation, death or retirement of a teacher.

9. TEACHER RECALLED FROM REDUNDANCY DURING THE CURRENT SCHOOL YEAR

- a teacher who was redundant and had all, or part, of their contract restored during the school year.

10. TEACHER WHOSE CONTRACT WAS INCREASED DURING THE CURRENT SCHOOL YEAR

- a teacher who requested an increase to their part-time contract and had the request fulfilled during the school year is required placement for the contract portion that was increased.

11. TEACHERS WHO DID NOT RECEIVE THEIR FIRST CHOICE OF PLACEMENT DURING THE PREVIOUS YEAR'S TRANSFER PROCESS

- a teacher who was placed at a school that was not of their choosing, at the end of the transfer process. (see box on page 7)

12. TEACHERS ENTERING CHANGE IN FULL-TIME EQUIVALENT STATUS

- a full-time elementary classroom teacher who enters the Change in Full-Time Equivalent Status and reduces their contract to 50%. This teacher must become required placement for the portion of time they will be teaching. Their former teaching assignment will be posted as part of the transfer process.

13. TEACHERS IN A 1 YEAR ONLY ASSIGNMENT

- positions that came about as a result of teachers entering the Change in Full-Time Equivalent Status.

14. EXTENUATING CIRCUMSTANCES

- a teacher who, as a result of extenuating circumstances, either teacher- or Board-initiated, who has been approved for a required placement transfer by their Supervisory Officer.

## 15. TEACHER RETURNING TO ACTIVE TEACHING

- a teacher who is returning from a secondment, extended LTD or any other reason not captured above.

### **Important:**

- All transfers (except where noted on the posting) carry a minimum commitment of two (2) years in the placement. (A teacher in their second year in a placement may apply for a transfer, through the posting process, that will take effect in September of the next school year.)
- As an exception to the rule above, if the teacher was placed by the Superintendents of Schools at the end of the process, the teacher may choose to be required placement or participate in the posting process after their first year in a placement.
- All required placement teachers shall have equal priority regardless of the reason for being a required placement.
- It is incumbent upon all teachers and Administrators to be aware of the Transfer Procedures and Postings, by reading their Board email, or the Waterloo Catholic Teachers website, or Board StaffNet.



## HOW TO PARTICIPATE

A teacher who is required placement for any of the reasons outlined previously **must complete** the **TEACHER REQUIRED PLACEMENT FORM** <https://f.wcdsb.ca/forms/HR019F>. Upon completion, a copy of the completed form will be emailed to the teacher and will also be emailed to either:

- **Elementary, Human Resource Services Officer** [Anne Vair](#)
- **Secondary, Human Resource Services Officer** [Angie Smydo](#)
- **AND**
- **President, Waterloo OECTA Unit**

**Please note all of the following important points:**

- A teacher must indicate, in section A of the form, ***two different areas of teaching*** in which they prefer placement and is qualified to teach at the time of application.
- A teacher must indicate, in section B of the form, ***two different families of schools*** in which they prefer placement, which may include their current family of schools.
- A teacher whose application is incomplete (ie. requests specific schools, requests less than two different locations, or two different teaching areas) will be contacted and the processing of the request will be delayed until information is complete.
- All Elementary and Secondary Required Placement Forms must be submitted online by April 18, 2023 at 4:00 p.m.
- Prior to each posting, Superintendents will assign teachers to positions for which they are a direct match (a teacher's first choice of area of teaching and first choice of location matches a position).
- A teacher transferred through required placement shall be notified by telephone, followed by notification in writing, of their new school placement by Human Resource Services as soon as possible.
- A teacher who is assigned a position that is a direct match may not turn down the position and may not apply for other postings.
- If a teacher is required placement because of being declared surplus, and a vacancy is created at the home school at any time during the transfer process (from April 18 – June 14), the teacher will be contacted by Human Resource Services and given the option to be assigned to that vacancy, provided the teacher has the required qualifications.
- It should be noted that some transfers may not be completed until the latter part of the school year. This is regrettable but not always avoidable.

# TRANSFERS THROUGH POSTING PROCEDURES

## BACKGROUND

This part of the **TRANSFER PROCESS** respects a teacher's role to participate in determining their career path. By applying for an opening that has been posted, **a teacher can choose to exercise a greater degree of input over the specific school and grade level that they may attain.** An integral part of this process requires that an **interview** be conducted between the teacher and the Administrator of the school for which they have made application.

## WHO PARTICIPATES

- A teacher shall have completed **two or more continuous years of teaching in the present school** and/or position (including up to one year of leave) as of June 29, 2023.

As an exception to the rule above, those individuals placed in an assignment at the end of the transfer process may subsequently participate in the posting process only **after their first year** at a school or choose to be required placement.

- A teacher who is designated a REQUIRED PLACEMENT is encouraged to apply for a posting if they have not yet been assigned.
- Completion of two years as a day-school teacher is required in order to apply for a posted opening.
- Occasional teachers are not eligible to apply to posted openings.

## WHAT IS NEEDED TO PARTICIPATE

- A teacher must already hold the **appropriate qualifications at the time of application.**
- A teacher shall apply to a posting for an opening that is equivalent to **their present contract status** (e.g. a teacher in a 50% assignment cannot apply for full-time teaching assignments).

## HOW TO PARTICIPATE

- The postings will be emailed to all staff.
- A teacher who is interested in a posted opening and who meets the qualifications necessary must complete a **POSTING PROCEDURE FORM AND RESUME FORM** on pages 11-12. Forward all completed forms to the Administrator by the specified date noted on the posting. Elementary teachers are strongly encouraged by OECTA and the Board to inform their current Principal(s) /Supervisor(s) of their application to a posting. Secondary teachers must inform their current Principal(s)/Supervisor(s) of their application to a posting.

## WHAT HAPPENS NEXT

1. The Administrator at the school in which the posted opening exists will review all applications received by the specified date/time indicated in the posting. Applications received by the Administrator after the deadline date and time will **not** be processed. Where three (3) or more required placement applications are received for a given position, a minimum of three (3) must be interviewed. Where fewer than three (3) required placement applications are received, **all** required placement applicants must be interviewed. In addition to these three interviews, the Administrator may choose to interview any number of additional candidates. **Scheduling of interviews and interviews will not take place before the closing date for submission of applications.** Those not selected for an interview will be notified by the Administrator within **five (5)** working days following the closing date for application. (This can be done by email.)
2. Upon completion of the interview selection process, the Administrator will contact the successful applicant with a recommendation, at which time the applicant indicates their willingness to accept or decline the position if offered by Human Resource Services (Step 3).
3. The Administrator will recommend the successful applicant to the Superintendent of Schools, by completing the NEW HIRE form (for Secondary) or an email (for Elementary) that is forwarded to Human Resource Services for processing. **THE PROCESS IS ONLY COMPLETE AFTER ALL PARTIES HAVE RECEIVED WRITTEN CONFIRMATION FROM HUMAN RESOURCE SERVICES.**
4. The Administrator shall inform the unsuccessful applicants of the results of their interviews, by email or by personal contact by phone, within five (5) working days of the date of the last interview. Administrators shall indicate at the time of the applicant's interview which method of communication will be used.
5. A candidate not recommended **may request** a "**debriefing session**" with the Administrator of the school for which they made an application. The Administrator may choose to conduct debriefing sessions in person or virtual.

# POSTING PROCEDURE FORM

The following information is requested from any teacher who is seeking a transfer for the next school year through the posting procedure. Please forward this Posting Procedure Form to the Administrator of the school in which there is a vacancy.

Name _____	Home Telephone _____
Present School (s) _____	School Telephone _____
Present Assignment/Grade/Subject _____	
Required Placement <input type="checkbox"/> Yes <input type="checkbox"/> No (appropriate box <u>MUST BE CHECKED</u> )	
<b>NOTE: Administrators <u>must</u> interview a minimum of 3 required placement candidates.</b>	

<b><u>Experience Profile</u></b>		
<b><u>School</u></b>	<b><u>Assignment/Grade/Subject</u></b>	<b><u># of Years</u></b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I am applying for the following posted position:

<b><u>Subject/Grade</u></b>	<b><u>School</u></b>	<b><u>Administrator</u></b>
_____	_____	_____

# RESUMÉ FORM

A. Post-Secondary Education

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B. Educational Course(s)/Specialist Certificate(s)

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C. Program/Subject Area Interests/Extra-Curricular Involvements

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D. Additional Information

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\_\_\_\_\_  
Teacher's Signature

\_\_\_\_\_  
Date

**If additional information is required, you will be contacted.  
Additional information may be submitted at time of interview.**

# TARGET TIMELINES – ELEMENTARY TEACHING STAFF – 2023

Date	Transfer Process
March 27, 2023	Elementary Principals have review School Enrolment Projections and entered into Staffing Plus .
	Human Resources Superintendent review staffing projections.
March 2023	Issue Transfer Package electronically to all Teaching staff.
	Elementary Supervisory Officers advise Principals of staffing, (identifying schools with openings and schools with surplus teachers).
	At a meeting of staff, Principals advise staff of school’s staffing status (opening, same or surplus). Principals advise individuals who need to complete a Required Placement Form.
Tuesday, April 18, 2023 (4:00 pm)	Elementary Required Placement Forms and all other Transfer Notification forms due to Human Resource Services Officer by 4:00 pm.
	Meeting(s) with Elementary Supervisory Officers and Human Resource Services to assign Required Placement Teachers where a direct match is possible.
	Human Resource Services Officer informs Required Placement Teachers of staffing decisions.
Wednesday, May 3, 2023	First Posting – sent electronically.
Monday, May 8, 2023 (4:00 pm)	Deadline for applications to Principals for Posting 1.
Tuesday, May 9 – Friday, May 12, 2023	Elementary interviews take place for Posting 1.
Monday, May 15, 2023 (4:00 pm)	Principal recommendations for Posting 1 to Elementary Supervisory Officers.
	Elementary Supervisory Officers and Human Resource Services continue to assign Elementary Required Placement Teachers.
	Human Resource Services Officer informs Required Placement Teachers of staffing decisions.
	Human Resource Services Officer confirms openings for Posting 2.
Wednesday, May 24, 2023	Second Posting – sent electronically.

Date	Transfer Process
Tuesday, May 30, 2023 (4:00 pm)	Deadline for applications to Principals for Posting 2.
Wednesday, May 31 – Monday, June 5, 2023	Elementary interviews take place for Posting 2.
Tuesday, June 6, 2023	Principals' recommendations for Posting 2 to Elementary Supervisory Officers.
Friday, June 9 – Wednesday, June 14, 2023	Elementary Supervisory Officers and Human Resource Services <ul style="list-style-type: none"> <li>a. Make required placements.</li> <li>b. Staffing also completed for FSL and Planning Time</li> <li>c. Complete increase in contract status requests</li> <li>d. Consideration of Cross Panel Transfer teachers</li> </ul>
Thursday, June 15, 2023	Post Permanent openings (for non-permanent teachers to apply)
Thursday, June 22, 2023	Post LTO openings

## Important Notes

**Teachers who are transferring under the Required Placement Transfer Procedure may participate in the postings at the same time.**

**Article 4.20 (2) (D) Transfers:**

**“As per the Teacher Transfer and Posting Procedures of the current school year, but no later than the date of the first posting or May 15<sup>th</sup>, whichever comes first, the Office of Human Resource Services shall notify in writing all French Second Language, Planning Time, Special Education and/or Required Placement Teachers that they may be transferred to a school in a different community within the system in the following school year.”**

**Please be aware that these are target dates. Every effort will be made to adhere to them.**

**When changes to the procedures or dates are required, they will be communicated to the system upon mutual agreement between OECTA Waterloo Unit and the Board.**

## TARGET TIMELINES – SECONDARY TEACHING STAFF – 2023

Date	Transfer Process
March 31, 2023	Human Resources Superintendent to send Secondary Principals initial Secondary Staffing Allocation Form (populated by Financial Services)
March 2023	Issue Transfer Package electronically to all Teaching staff.
	Final enrolment projections and final staffing summary report to Secondary Supervisory Officer
	Secondary Supervisory Officer confirms section allocations.
	Secondary Supervisory Officer confirms known openings/surplus at each school and potential redundancies to system.
	At a meeting of staff, Principals inform surplus staff to school, where required placement volunteers will be sought/principal and S.O. inform redundancies to system.
Tuesday, April 18, 2023 (4:00 pm)	Secondary Required Placement Forms and all other Transfer Notification forms due to Human Resource Services Officer by 4:00 pm.
	Secondary Admin/S.O. Staffing Meeting and Human Resource Services to assign Required Placement Teachers where a direct match is possible.
	Human Resource Services Officer informs Required Placement Teachers of staffing decisions.
Wednesday, May 3, 2023	First Posting – sent electronically.
Monday, May 8, 2023 (4:00 pm)	Deadline for applications to Principals for Posting 1.
Tuesday, May 9 – Friday, May 12, 2022	Secondary interviews take place for Posting 1.
Monday, May 15, 2023 (4:00 pm)	Principal recommendations for Posting 1 to Secondary Supervisory Officer.
	Secondary Admin/S.O. Staffing Meeting and Human Resource Services to assign Required Placement Teachers where a direct match is possible.
	Human Resource Services Officer informs Required Placement Teachers of staffing decisions.



Date	Transfer Process
	Secondary Supervisory Officer reconfirms Staffing numbers and openings for Posting 2
Wednesday, May 24, 2023	Second Posting – sent electronically.
Tuesday, May 30, 2023 (4:00 pm)	Deadline for applications to Principals for Posting 2.
Wednesday, May 31 – Monday, June 5, 2023	Secondary interviews take place for Posting 2.
Tuesday, June 6, 2023	Principal recommendations for Posting 2 to Secondary Supervisory Officer.
	Secondary Supervisory Officer and Human Resource Services confirm recommendations and make required placements. Secondary Admin/S.O. Staffing meeting – Board Office
Friday, June 9 – Wednesday, June 14, 2023	Complete Secondary staffing. <ul style="list-style-type: none"> <li>a. Identify known openings</li> <li>b. Complete increase in contract status requests</li> <li>c. Consideration of Continuing Education teachers</li> <li>d. Consideration of Cross Panel Transfer teachers</li> </ul>
Thursday, June 15, 2023	Post Permanent positions (for non-permanent teachers to apply)
Thursday, June 22, 2023	Post LTO positions

## Important Notes

**Teachers who are transferring under the Required Placement Transfer Procedure may participate in the postings at the same time.**

**Article 4.25 (E) Transfers:**

**“The Human Resource Services Office, or designate, shall notify in writing a teacher who will be transferred to a school in a different community within the system in the next school year as soon as the decision to transfer is made, but no later than the first posting in the Transfer process.”**

**Please be aware that these are target dates. Every effort will be made to adhere to them.**

**When changes to the procedures or dates are required, they will be communicated to the system upon mutual agreement between OECTA-Waterloo Unit and the Board.**

# FAMILIES OF SCHOOLS

**N.B.: Principals' responsibilities as of April 3, 2023**

<p><b><u>SECONDARY SCHOOLS</u></b></p> <p><b>Monsignor Doyle C.S.S.</b> (8:35-2:30) Lou Bellini  <b>Resurrection C.S.S.</b> (8:10-2:10) Marisa Munroe  <b>St Benedict C.S.S.</b> (8:00-2:05) Margaret Ingoldsby  <b>St David C.S.S.</b> (8:15-2:20) David Jaeger  <b>St Mary's C.S.S.</b> (9:05-3:10) Deanna Wehrle</p>	<p><b><u>MONSIGNOR DOYLE FAMILY</u></b></p> <p><b>Holy Spirit</b> (9:10-3:40) Franco Petrella  <b>St. Anne (C)</b> (9:20-3:50) Jamie Noonan  <b>St. Augustine</b> (8:45-3:15) Angela Carroll  <b>St Brigid</b> (8:35-3:05) Richard Resendes  <b>St Gregory</b> (8:30-3:00) Brian Cinti  <b>St Vincent de Paul</b> (9:00-3:30) Tammy Sica</p>
<p><b><u>RESURRECTION FAMILY</u></b></p> <p><b>Holy Family (NH)</b> (9:00-3:30) Mark Modolo  <b>Holy Rosary</b> (8:20-2:50) Sandra Labelle  <b>Our Lady of Lourdes</b> (8:30-3:00) Erin Stevens  <b>St Dominic Savio</b> (9:15-3:45) Rob Purificato  <b>St John</b> (9:15-3:45) Tonya Reesor  <b>St Mark</b> (8:55-3:25) Gary Lankowski  <b>St Nicholas</b> (9:15-3:45) Amy Shantz  <b>St Paul</b> (8:20-2:50) Sharon Adie</p>	<p><b><u>ST. BENEDICT FAMILY</u></b></p> <p><b>Christ the King</b> (8:30-3:00) Andrea Dafoe  <b>Our Lady of Fatima</b> (8:50-3:20) Daniel Mastroianni  <b>St Elizabeth</b> (9:10-3:40) Janet Foote  <b>St Gabriel</b> (9:10-3:40) Philip Bruni  <b>St Joseph (C)</b> (9:10-3:40) Ben McKinnon  <b>St Margaret</b> (8:50-3:20) Jodie Schnarr  <b>St Michael (C)</b> (9:00-3:30) Jessica Weber  <b>St Peter</b> (8:30-3:00) E.J. Hunt  <b>St Teresa of Calcutta</b> (8:55-3:25) Amanda Kuntz</p>
<p><b><u>ST. DAVID FAMILY</u></b></p> <p><b>St Agnes</b> (9:20-3:50) Gilda Johnstone  <b>St Boniface</b> (9:10-3:40) Ferdinand Krauss  <b>St Clement (SC)</b> (8:50-3:20) Sherry MacDonald  <b>St Luke</b> (8:20-2:50) Rosemary Kavanagh  <b>St Matthew</b> (8:50-3:20) Brian Goodyear  <b>St Teresa (E)</b> (8:35-3:05) Paula Pizarro  <b>St Teresa (K)</b> (9:20-3:50) Christopher Luciani  <b>Sir Edgar Bauer</b> (8:40-3:10) Tanya Hunter</p>	<p><b><u>ST. MARY'S FAMILY</u></b></p> <p><b>Blessed Sacrament</b> (8:35-3:05) Dustin Rose  <b>Canadian Martyrs</b> (9:10-3:40) Jo Goossens  <b>John Sweeney</b> (8:50-3:20) Kendra Duench  <b>Monsignor Haller</b> (8:50-3:20) Gary Litschgy  <b>Our Lady of Grace</b> (9:10-3:40) Jeffrey Dinner  <b>Saint John Paul II</b> (8:20-2:50) Sean Spitzig  <b>St Aloysius</b> (9:00-3:30) Nancy Sabo/Lori Tait  <b>St Anne (K)</b> (9:15-3:45) Paul Gladding  <b>St Bernadette</b> (9:10-3:40) Vic Longo  <b>St Daniel</b> (9:10-3:40) Vella Giglio  <b>St Josephine Bakhita</b> David Lynch  <b>St Kateri Tekakwitha</b> (8:35-3:05) Richard Setler  <b>St Timothy</b> (9:00-3:30) Al Simoes</p>
<p><b>St Isidore (8:30-3:00)</b> Pat Runstedler</p>	

## NOTIFICATION FORMS

Teachers are encouraged to review the online Notification Forms and to complete all that apply, regardless of their redundancy/surplus status. More than one form may apply to a teacher's situation.

Only those teachers that complete the online form by April 18, 2023 at 4:00 pm will be considered for indicated changes.

Teachers that currently have a part-time contract are encouraged to complete the "Increase in Contract Status Section of the Online Form" REGARDLESS of their redundancy/surplus status. Only teachers that complete this form WILL BE CONSIDERED for increases to their permanent contract status.

## CONTRACT INCREASE PROCESS

A teacher is eligible for a contract increase only in the panel in which they hold a part-time permanent contract.

A teacher is eligible from the first transfer posting date until the earlier of:

- the teacher declines an offer of an increase to their contract, or
- the first posting date of the subsequent school year.

When permanent work becomes available (regardless of contract fraction) and all redundant teachers in that panel have been recalled, any available work shall be offered to eligible teachers with the most seniority and required qualifications, if the available work complements the teacher's current teaching schedule.

An increase in contract, given prior to August 15, 2022 carries a minimum commitment of two (2) years in the placement. (A teacher in their second year in a placement may apply for a transfer, through the posting process, that will take effect in September of the next school year.)

During the spring transfer process an increase in contract, given on or after August 15, 2022, is considered a mid-year hire and the teacher is declared surplus to the school and will be required placement for that portion of the contract that was increased during the 2022-2023 school year.

# **NOTIFICATION FORM – SEEKING INCREASE IN PERMANENT CONTRACT STATUS**

\*\*Teachers that currently have a part-time contract must complete this section of the online form REGARDLESS of their redundancy/surplus status, if they wish to be considered for increases to their permanent contract status. Teachers to complete and submit **by April 18, 2023, 4:00 pm.**

**Completion of this section of the online form is not a guarantee that an Increase in Contract Status will take place.**

# **NOTIFICATION FORM – SEEKING INCREASE IN PERMANENT CONTRACT STATUS - NEW HIRES**

\*\* Newly-hired elementary or secondary teachers that currently have a part-time contract must complete this part of the online form if they wish to be considered for increases to their permanent contract status up to posting 1 of the current school year. Please complete and return.

**Completion of this section of the online form is not a guarantee that an Increase in Contract Status will take place.**