

Spring 2020 Timeline

February 28 th	Process and time deadlines for changes in assignment will be provided in writing to SLP's
Feb 18 – Feb 24	Teacher Consultant and Mentor positions posted
Feb 24 th onwards	Interviews for Teacher Consultant and Mentor Positions
March 15 – before 4:30pm	Deadline for employees who commit to a transfer (vacate card)
March 31 – before 4:30pm	Teachers returning from leave must notify HR, in writing, of intent to return to work for September 2020
March 31 – by 4:30pm	Deadline for applications of leave of one year or longer beginning 2020 September
April 14 - 20	Department Head postings (Secondary) open on OAM
April 20 onwards	Interviews and offers for Department Head (Secondary) vacancies only
May 31 - before 4:30 pm	Deadline to submit Retirement letter to HR requesting ERIP (Early Retirement Incentive Plan)
June 1 st (or earlier)	Employees informed in writing of transfer due to surplus; Copies of surplus letters must be submitted to HR
June 2 – 8	Spring Transfer Period # 1 – All continuing and temporary vacancies
June 8 th onwards	Interviews and offers for continuing positions only <ul style="list-style-type: none"> • <i>Interviews and offers for temporary positions may only proceed upon approval from HR (may be used for placements)</i>
June 15 th	HR will begin placement of all unassigned continuing contract employees (unassigned Priority Group B employees)
June 16 - 22	Spring Transfer Period # 2 – All continuing and temporary vacancies
June 22 nd onwards	Interviews and offers for continuing positions only <ul style="list-style-type: none"> • <i>Interviews and offers for temporary positions may only proceed upon approval from HR (may be used for placements)</i>
August 18 - 24	Summer Posting Period
August 24 th onwards	Interviews and offers for SPP continuing positions only <ul style="list-style-type: none"> • <i>Interviews and offers for temporary positions may only proceed upon approval from HR (may be used for placements)</i>
September 8 - 14	2020-2021 Posting Period 1

****In effect until June 30th, 2022 we now have a Letter of Understanding for Part-time teachers wishing to increase their FTE.** *A Part-time teacher wishing to increasing their FTE at their current school must notify their principals using Request for Increase/Change in Teaching time for desired FTE for 2020 September; a copy of the form (with both teacher and administrator signatures) must be sent to HR. **Please note, until June 30th, 2022, there is no deadline date for a teacher to apply for this increase.*

Important Note! If there are layoffs, employees will not be able to increase their teaching time as per Article C.20.3.c