



# ISSUE ALERT

Issue #2

May 3, 2024

## STAFFING INFORMATION

### Significant Dates

#### April 2024

April 19 - 26	Round 1 Postings
April 30	Deadline for Part-Time requests or returns to Full-Time
April 30	Deadline for Job Share requests
April 30	Deadline for requests for an Intra-District Exchange

#### May 2024

May 1	School staffs to receive initial school enrolment projections and staffing entitlements.
May 1 *	Deadline to officially inform, in writing, a teacher declared Surplus * (as soon thereafter as possible)
May 9	Revised staffing allocations to schools
May 17 - 24	Round 2 Postings
May 31	Deadline for Committed Transfer requests

#### June 2024

June 6	Final staffing and enrolment numbers to schools
May 31 – June 7	Round 3 Postings
June 14 - 21	Round 4 Postings
	Postings will continue throughout the summer

#### July 2024

July 1	Surplus Protection of two (2) years applies to teachers who are still designated as Surplus
July 31	Last date that continuing contract employees currently assigned to a position can post into a vacancy

#### August 2024

August 15	After this date the Board has the right to assign positions to members not yet placed
August 31	Last date that a teacher declared surplus may return to a position that has been reinstated. Teacher will have surplus protection for two (2) years

# Surplus Designation... *What it means for you!*

*If you are unsure about who can be declared surplus and what process is followed when one is declared surplus, here are answers to the most frequently asked questions concerning surplus designation.*

## **Is being declared surplus at all connected to being laid off?**

**No.** A teacher is declared surplus when there is no teaching assignment for that teacher at their current school, but there will be a position for the teacher elsewhere in the District.

## **Where can I read the process for being declared surplus?**

Article E.23.3.c (Page 108-109) of our current Collective Agreement describes the process by which a teacher is declared surplus from their current school and assigned to a new school.

## **How does the Board determine who will be declared surplus?**

First, your school's Administrative Officer must determine if there is an excess of staff at your school. Then your administrator will ask if anyone will volunteer to be declared surplus.

## **What if no one volunteers?**

If no one volunteers to be declared surplus, then the person with the least seniority at your school is declared surplus. The only exception to this occurs when a specific qualification is required in order to staff a particular program. For example, if there is a surplus of English teachers in the school, one of those teachers can be declared surplus even if they have more seniority than teachers in other departments. Before being declared surplus, however, the Board would have to determine that a teacher in this situation is not qualified to teach in those other departments where there are less senior teachers. The process is similar in Elementary, where qualifications are considered, rather than current assignment.

## **When will I know if I am declared surplus?**

Your school's Administrative Officer must let you know in writing by May 1 or as soon as is possible thereafter. Consequently, you may be declared surplus at any time prior to the finalization of your school's staffing.

## **What will happen once I have been declared surplus?**

You will need to apply for jobs in the Posting Rounds. Positions are filled in order of priority (Article E.20.6, Page 103). Teachers on continuing contract who have either been declared surplus, who are returning from leave, who have requested a committed transfer, who have an assignment and wish to transfer, or on a Board initiated transfer, are in the first priority. If teachers have the necessary qualifications and experience for the position, seniority becomes the deciding factor.

## **Can I be arbitrarily assigned to a position?**

**Yes.** If you have not accepted a position by August 15, and if only one vacancy exists that matches your qualifications and experience, the Board can place you in that assignment.

## **What if my position at my school becomes available?**

A teacher who is declared surplus will have the opportunity of returning to the position previously held if it is reinstated prior to August 31. Even if you have accepted an assignment for the next school year, you will have the opportunity of returning to your previous position. If you have been declared surplus, you will have surplus protection for two (2) years. That means you can stay in your new (or reinstated) school for two (2) school years. If your surplus declaration is rescinded prior to June 30, you do not have surplus protection.

**Still have questions? Call the NVTa Office for clarification.**