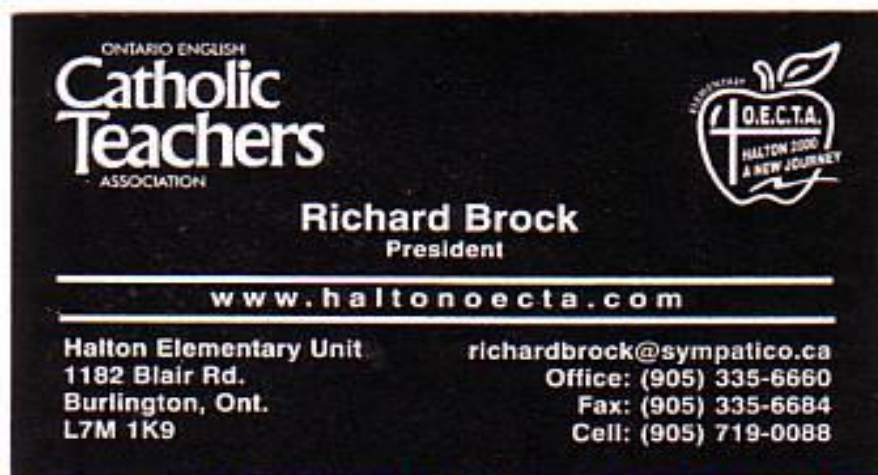


C.B.C.

2011 – 2012

COLLECTIVE BARGAINING COMMITTEE



FLYER

~ TEACHER TRANSFER PROCESS ~

FEBRUARY 8, 2012

#14

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"OECTA C.B.C. REPS." TO ALL TEACHERS



2011/ 2012 MEMORANDUM

Action # 11

TO	:	Elementary Principals
FROM	:	J. O'Hara, Executive Officer
DATE	:	February 3, 2012
RE	:	Teacher Transfer Process

The following memo clarifies important dates and processes related to the upcoming teacher transfer procedure in accordance with the Halton OECTA Elementary Teachers' Collective Agreement (Article XV Transfer).

- **February 15** – Principal Initiated Transfer Forms to be completed and sent to Human Resources and Area Superintendents with rationale after the Principal has met with the teacher in question. (Your F.O.S. Superintendent should have been informed of this in advance and discussions occurred already).
- **February 20** - Human Resources Services will inform the teacher and Unit President of any Principal Initiated Transfers.
- **February 22** – As outlined in Jim Rowles School Services Action Memorandum #16: Principals complete proposed SAC on iSYS.
- **March 15** – Board Level Staffing Committee report will be completed and the names of staff who are redundant from each school will be forwarded shortly afterwards by the Principal to Human Resources Services.
- **March 21** – Submit the names of any Teacher redundancies at your school to Tim Overholt, Assistant Superintendent Human Resources Services.
- **March 28** – Human Resources Services will notify redundant teacher they are redundant to their school or system position with a copy to the Unit President.
- **March 30** – Principals and/or the appropriate Superintendent shall post the staffing assignments for the subsequent school year, after considering preferences gathered January 20, including real vacancies.
- **March 30** – Principals and/or the appropriate Superintendent shall inform Executive Officer, Human Resources Services, of all Real Vacancies at each site or in system assignments by March 30th.

Please submit your real vacancies to Tim Overholt no later than March 30th so they can appear on the April 1st Round 1 posting.

JOH:lc

cc: Senior Staff
Elementary Vice Principals
R. Brock