



**Algonquin & Lakeshore**  
Catholic District School Board



## **Algonquin & Lakeshore Catholic District School Board**

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## **Ontario English Catholic Teachers' Association**

### **Frequently Asked Questions: Transfer Rounds Process**

The content in this FAQ document was collectively gathered and documented by Human Resources and OECTA in an effort to provide clarity and understanding about the upcoming transfer round process.

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#### **Q: What are Surplus and Redundancy?**

**Surplus:** means there is not a position for you at your school location. This means that you will have to take a transfer to a different school should there be one available for which you are qualified.

**Redundant:** means that there is not currently a job for you in the school board. You will be placed on a recall list and will be contacted as positions come available for which you may be qualified.

Decisions about declaring teachers either surplus or redundant are based solely on projected enrollment numbers at each school for the following September. Projected enrollment numbers often change between April, when they are first collected, and the beginning of September when school actually begins. This is why sometimes some of these surplus and/or redundant teachers are called back if enrollment numbers increase.

#### **Q: How will I know if I am surplus or redundant?**

If you are going to be declared surplus then you will receive a formal notification (letter) from the board by May 18.

If you are going to be declared redundant then you will receive a formal notification (letter) from the board by May 15.

#### **Q: I was a newly hired teacher after Round 2, what does that mean for me?**

As per Article 16.04 if you took a position that has not ever been posted internally, then you will have had to sign a letter stating that you will be declared surplus in Round 1. This means that you can apply for any Round 1 postings for which you are qualified. However, if no-one applies for and takes the position from which you have been declared surplus (during Round 1) you get to keep that job.

**Q: What happens prior to Round 1?**

- Principal declares surplus or redundant teachers based on enrollment projections.
- Principal identifies vacancies in the school and makes them available to teachers in the school.
- Principal informs teachers of proposed classroom assignments for the following school year.

**Q: What is the purpose of Round 1 transfers?**

Round 1 transfers identify any vacancies stemming from retirements and resignations in the board, provided that these positions still exist.

Round 1 is also used to post any residual postings that have occurred since September 1<sup>st</sup> that have never been posted internally (Article 16.04).

**Q: Who can apply to Round 1 postings?**

Any teacher who has completed their probationary period is eligible to apply in Round 1. Any teacher who has not completed the probationary period but has been declared surplus may also apply

**Round 1 process:**

- Available positions and the transfer form will be posted May 18-25 on the Career Opportunities page of the Board website.
- Anyone who is interested and eligible to apply shall complete the form and follow the application instructions.
- If you wish to apply for a position for which you are not currently qualified you must be able to receive the qualifications within one academic year (you may not be more than 2 courses away).
- If you are not sure whether you are eligible apply anyway and HR will determine your eligibility.
- Apply for any positions that interest you.
- OECTA and the Board will meet on May 30 to award transfers based on qualifications and seniority.
- Successful applicants will be notified in the afternoon of May 30 by phone, at the number provided on the transfer form.
- If you accept a position in Round 1 you will not be eligible to apply for another transfer for 3 years.

**NOTE: It is important to note that as Catrina calls to offer a transfer, your decision can affect later phone calls should you decide not to accept the transfer. This is why it is important to be able to make a decision in a timely fashion because this delays her ability to place further phone calls. In other words, if you have applied for a transfer, be prepared to make a decision. Have your conversation with whomever you need to consult with prior to the transfer meeting date.**

**Q: What is the purpose of Round 2 transfers?**

Any retirements or resignations that have been identified since the posting of Round 1.

Any positions arising out of teachers accepting a Round 1 transfer.

Any positions that were not taken in Round 1 will not be posted again in round 2.

### **Round 2 process:**

- Available positions and the transfer form will be posted June 4-8 on the Career Opportunities page of the Board website.
- Anyone who is interested and eligible to apply shall complete the form and follow the application instructions.
- If you wish to apply for a position for which you are not currently qualified you must be able to receive the qualifications within one academic year (you may not be more than 2 courses away).
- If you are not sure whether you are eligible, apply anyway and HR will determine your eligibility.
- Apply for any positions that interest you.
- OECTA and the Board will meet on June 12 to award transfers based on qualifications and seniority.
- Successful applicants will be notified in the afternoon of June 12 by phone, at the number provided on the transfer form.
- If you accept a position in Round 2 you will not be eligible to apply for another transfer for 3 years.

Following the Round 2 transfers, any positions that have not been filled will go to the surplus/redundancy/part time meeting in June, date to be determined. Any teachers eligible to attend this meeting will be notified by the board a few days before via board email.

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Should you have any further questions, please feel free to contact:

Sheena Cassidy, OECTA President @ 613.391.3759

Daniel Graham, OECTA Vice President @ 613.539.1696

Catrina Moniz, HR Officer @ 613.354.2255 x 454