

Key Dates for Secondary Teachers
From the Board's Critical Path for Secondary Staffing for September 2014

- January 17** Deadline for submitting Individual Seniority Information Sheet, with or without requested changes to Boxes C and/or D.
- February 14** Deadline for requesting a leave of absence for September, 2014.
- February 28** Deadline for the following requests for September, 2014:
- Voluntary transfer/exchange
 - Extension of a leave of absence
 - Reduced assignment
 - Extension of reduced assignment
 - Consideration for increased assignment
 - Intent to return to employment status from a reduced assignment
 - Intent to return from a leave of absence
- February 28** Seniority lists received in schools.
- March 3-31** Teachers may appeal their placement on the seniority list
- March 4** E-learning ad. Open to all permanent/probationary teachers. No top-up allowed.
- March 6** Deadline for incumbent heads to indicate to principal whether or not they wish to continue with their headship responsibilities for 2014-15.
- March 17** Headship ad posted.
- March 19** Preliminary Staff Allocation meeting. Schools receive their initial allocation of sections, in order to begin the in-school staffing process.
- By March 21** Teachers who are potentially redundant receive written notification. (See Note 1 below.)
- March 24** Headship ad posted.
- March 28** Teachers at Gary Allan High School who may be asked to change program or location notified by principal.
- March 28/31** Teachers who are potentially surplus to school notified by principal.
- April 8** Internal ad. Open to all permanent/probationary teachers, including those potentially surplus to school. No top-up allowed. Not open to teachers declared potentially redundant. (See Note 2 below.)

- April 10** Teachers who are surplus to school notified in writing.
- April 22** Deadline for surplus teachers to submit preference form to HR.
- April 29** Surplus Placement meeting. Surplus teachers placed in available vacancies according to seniority and qualifications. Surplus teachers who are placed in another school no longer need to notify the Board of their wish to retain right of recall to their home school. The Board is assuming they wish to retain that right.
- April 30** Last day for notification to Board of intent to retire as of June 30.
- May 2** Surplus teachers who were considered at the Surplus Placement meeting on April 29 are notified of their status. A surplus teacher will either (a) have been placed in another school, with right of recall to the home school, or (b) have been declared potentially excess to region.
- May 6** Internal ad. Open to all permanent/probationary teachers. Not open to teachers who have been declared potentially excess to region/potentially redundant. Top-up allowed only if there are no excess/redundant teachers.
- May 20** Internal ad. Same conditions as May 6.
- May 30** Teachers on excess/redundancy list notified in writing of their status as redundant to the system effective August 31.
- June 5** Excess/redundancy Placement meeting. Excess/redundant teachers placed in available vacancies according to seniority and qualifications. (See Note 3 below.)
- After June 5** Excess/redundant teachers, if any, placed in available vacancies, as they arise, according to seniority and qualifications.
- June 10** Internal ad. Open to all permanent/probationary teachers. Top-up allowed.
- June 24** Internal ad. Same conditions as June 10.
- July 2** Internal ad. Same conditions as June 10.

Note 1: Teachers who are declared potentially redundant by March 21 will be brought back into the staffing process on June 5.

Note 2: Surplus teachers who successfully post into vacancies advertised on April 8 do not retain right of recall to their home schools. Surplus teachers who apply to vacancies and who are recalled to their home school prior to accepting a position may withdraw their applications.

Note 3: Prior to June 5, internal ads will be for mobility only. On June 5, all vacancies accumulated since May 2 will be used to recall teachers from the redundancy list.