



Frequently Asked Questions

Priority of Employment List Placement Meeting
June 2020

Frequently Asked Questions

Please take the time to review this document.

This was created to help us facilitate the process of the June 30th Priority of Employment Placement Meeting.

Important Reminders for the June, 30th Priority of Employment Placement Meeting

Teachers on the Priority of Employment List must attend in person or by proxy the June 30th meeting. If a teacher cannot attend the meeting, they **must** submit a proxy. They must submit the name of their proxy at least 48 hours in advance - either through the RSVP form which will be open from June 23-25 or, after that, by email to Samantha Parr (sparr02@lbpsb.qc.ca) and to Alana Quinn-Leroux (aquinn-leroux@lbpsb.ca). All required links will be available to teachers through the invitations and/or <https://www.lbpsb.qc.ca/prioritypool/main.asp>.

We recommend that the teacher logs in to the waiting room at least 15 minutes before the time mandated, while monitoring our progress via the web link.

Teachers **must** use their full name and be prepared to share their employee number in order to be admitted to the session.

In the case of an emergency, teachers are invited to call the School Board at: 514-422-3000 ext: 30175. You may also send an emergency email to Alana Quinn-Leroux (aquinn-leroux@lbpsb.ca) and Marie-Pier Michaud (mpmichaud@lbpearson.ca). However, keep in mind that we are running the session.

Process

There is ONE placement meeting on June 30th 2020

Positions will be offered to teachers based on their position on the Priority of Employment List.

Frequently Asked Questions

Priority of Employment Placement Meeting
June 2020

Teachers will be brought into the virtual meeting room one at a time in order of their number of days. They will make their selection based on their category(ies) on the Priority of Employment List.

Teachers will be able to follow the progress of the meeting and the selections made online. Positions will be listed as they are taken. The web page will be updated live as the session takes place.

<https://www.lbpsb.qc.ca/prioritypool/main.asp>

The chart of posts taken (also known as the Bingo Sheet) will also be updated live on a separate Zoom connection. The link to the bingo sheet broadcast via Zoom will be posted on the Priority Pool web page(see above).

2020-2021 School Year Parameters

First day of the year is August 24th 2020

First pupil day on August 31th 2020

Last pedagogical day of the year is June 30th, 2021

The 100th day of the school year is on January 29th 2021

Posts definitions

Posts are listed on the Vacancy List the following way :

E1 - permanent full-time position of 100% - leading to tenure

E3 - part-time position of less than 100% -does not belong to anyone

E4- position below 33% - no benefits

E8 - replacement position of 100% or less - will terminate upon the return of the regular teacher.

How can posts be combined?

- When posts are combinable, it will be indicated on the Vacancy List.
- In order for a teacher to pick up all the combinations, they must have all the categories associated with the combinable posts.
- If a teacher has pertinent experience or qualifications, but not the category, they can wait at the end of the first round to select the other portion of the combination. Those will be allocated in the second round of the meeting to those who have indicated wanting to combine posts. This will be done by the order of the Priority of Employment List.
- Some posts listed as combinable could be in different schools and categories.

Right of refusal

- If a post of at least 50% in the category or categories of the teacher is available when it is the teachers turn to pick a position, the teacher must make a selection or use their right of refusal.
 - Even if the only position left over 50% is far from the teacher's domicile, this will be considered as a right of refusal.
- Teachers can use their right of refusal and return at the end of the meeting for the second round. They can then make a selection based on experience, and scholary which was not taken into

Frequently Asked Questions

Priority of Employment Placement Meeting
June 2020

consideration during the first round. The second round will take place at the end of the first round and posts will be granted in the following order:

- 1) To teachers who were not placed because there were no vacancies left in their category;
 - 2) To those who have obtained a 50%-99% workload and want more
 - 3) To those who have used their right of refusal
- If a teacher does not make a selection during either rounds, they can continue to substitute but the school board will have no obligation to offer them a contract during the 2020-2021 school year.

Job descriptions

- Job descriptions listed on the Vacancy List are meant to be as brief as possible. We recommend that you visit the school website for information about starting and ending time, as well as special programs.
- Should you need more specific information, you could contact the principal of the school to inquire about the position.
- No additional information about workload will be provided when it is time to make a selection.
- If a post mentions qualifications as an asset, any teacher with the category or categories can make the selection, despite not having the qualifications listed. Those qualifications are available to give teachers an idea of what programs and philosophies are in place at a given school. They are NOT mandated and shall not prohibit someone from selecting it. However, teachers should be aware that they are part of the job.
- The job description listed is what will be expected of the teacher in the upcoming school year.

Selection of a position

- Teachers will declare their selection one by one, according to the seniority on the official priority of employment list.
- A teacher can make a selection from the list of jobs listed in their category or categories.

Permanent Full-Time Positions (E1)

- They lead to tenureship.
- When a teacher chooses an E1 position, they are now under the category of that position on the Seniority List (they will be listed as 1st year tenure track on the January 2021 Seniority List). Teachers are listed under ONE category on the Seniority List.

Full-time (E1) position opening after the Placement Meeting

- After the placement meeting, if a full-time (E-1) position opens up, an email will be sent offering the post to the most senior teachers in the category, who will have 48 hours to respond.
- We encourage teachers to look at their email as of August 10th 2020.
- Until the first pupil day of school, any new allocations other than full-time positions (E-1) will be offered to all teachers who have indicated that they wanted to be contacted .

Frequently Asked Questions

Priority of Employment Placement Meeting
June 2020

- The school board will have no obligation to offer new allocations to teachers who have refused 100% workloads at the placement meeting.

Replacement Posts (E8)

- Tentative return dates are listed on the Vacancy List. The replacement position ends when the regular teacher returns to work.
- Sometimes the teacher returns later than the date announced, sometimes it is earlier. It depends on the nature of the leave. For instance, full-time leave of absence will last the full school year (200 days), as maternity leave may terminate earlier than the date announced - this depends on the regular teacher whose position is being replaced by the E8 position.
- The return date could also be extended- once again, this depends on the return date of the regular teacher.
- For confidentiality reasons, the nature of the leave is not listed on the Vacancy List.

Replacement of Deferred Sabbatical for Half-Year positions

- Some E8 contracts are for 100 days (to replace teachers on half-year sabbatical)
- Half year Sabbaticals can be unpredictable and can be cancelled with 30 days notice
- You may not select 2 half year sabbatical replacements, as they are two separate contracts
- If you commit to a contract you must stay with it, regardless of other changes.
- At the session we can only place qualified candidates in the vacancies.

Full-time replacements positions (E8) opening after the Priority of Employment Placement Meeting

- Until the first pupil day, if 100% part-time contract opens up (sick leave, preventative leaves, maternity leaves) they will be offered to the most senior teacher who has received a contract less than 100% and who has indicated wanting a 100% teaching position

French Positions

- Only teachers with a French category **and** the OUI qualification (meaning they have successfully completed either the CEFRA or DALF C1) will be able to select full-time E1 positions during the first round.
- The teacher will need to use their right of refusal and return for the second round of the meeting if they have a French category **and** NON.
- If no qualified French teachers are available, the teacher could be offered the E-1 contract but it will expire on June 30th (E-2). This means that teachers will have until December 1st to complete one of the French qualification tests in order for their position to become permanent (E2 would become an E1).
- Teachers with the NON who have the category can make a selection of an E3 or E8 position during the first round.

Frequently Asked Questions

Priority of Employment Placement Meeting
June 2020

Teachers on Maternity leave

- Teachers on maternity leave or planning to be on maternity leave can make a selection at the Priority of Employment List Placement Meeting.
- If the teacher will be on maternity leave, the post selection will be reposted for another teacher to make the selection. Please note that the start date could change.
- Upon notice to the school board, teachers may return from maternity leave extensions. Teachers replacing the maternity leave will be informed by the school board.
- The school board will try to find another teaching opportunity for the teacher who no longer has a contract due to the return of the teacher on maternity leave.

Allocation of remaining positions at the end of the meeting (also known as second round)

- Remaining positions, also known as bits and pieces, will be allocated once the meeting has done a complete first round of the Priority of Employment List.
- The remaining positions will be allocated to teachers who wanted to complete a position (teachers who had less than 100% contracts), to teachers who have used their right of refusal.
- Positions will be allocated to teachers based on past contracts, experience as well as educational credentials (all of those are on the teachers' file in the Human Resources database) the teachers have and that might not have been taken into account during the first round.
 - These vacancies will be offered in the following order based upon the priority of Employment List:
 - 1) To teachers who were not placed because there were no vacancies left in their category;
 - 2) To those who have obtained a 50%-99% workload and want more
 - 3) To those who have used their right of refusal

Review of contracts

- All placements are tentative until Human Resources and PTU have reviewed the selection process.
- Teachers will receive their digital contract to be signed and returned in the fall.

Removal from the Priority of Employment List

- A teacher's name will be removed from the priority of employment list for one of the following reasons:
 - Who has not been granted a contract during the last 3 years or has not been available for work (except for maternity, paternity or parental leave, disability)
 - Has refused two offers of no less than 50% in the same school year for which they have legal qualification or category
 - Has resigned during the course of an engagement
 - Failure to attend the placement meeting or to send a proxy

Frequently Asked Questions

Priority of Employment Placement Meeting
June 2020

New System of Categories Allocation for teachers new to the list as of June 2020

- Teachers new to the list as of June 2020 only have one category.
- In order for teachers to change their current category, they will need to have two (2) contracts in a different category than their current one. It means that no teacher will have a new category as of June 2021, even if their 2020-2021 contract is not in their category.
 - For example, if as of June 2020 my category is English Resource and I take (at the end of the meeting) an English generalist position, I will not have English generalist as my category on the June 2021 Priority of Employment List, even if it is the category of my Brevet. I would need to have another contract in 2021-2022 in the English generalist category before I can request a change of category for the June 2022 Priority of Employment List.