

STAFFING TIMELINE FOR 2021-2022 SCHOOL YEAR

The complete staffing timeline is available on the SSO-LESTER B PEARSON in the Human Resources section under "Staffing". Following are the important dates for teachers coming up in February and March 2021.

WHEN	WHAT	Action / Whom
By February 15	50% - 50% CHOICE	Teachers with equal workloads in one or more categories or schools choose (Tenured or tenure-track teachers only) (Teachers)
By February 26	PROVISIONAL TRANSFER OF TEACHERS AFFECTED BY MAJOR SCHOOL CHANGE	Teachers transferred to seniority list of new school (Human Resources)
January 4 to February 26	PEDAGOGICAL OBJECTIVES AND PRIORITIES AND STUDENT COURSE SELECTION DATA (Sec.)	Consultation with teachers, staff council and governing board (Principals)
*DEFERRED SABBATICAL PLAN IS NOT INDICATED ON THE BOARD'S STAFFING TIMELINE but you will find forms on SSO, HUMAN RESOURCE in <i>The Deferred Sabbatical Folder</i>. For more information contact Samantha Parr		
By March 9	DRAFT SENIORITY LIST VERIFICATION (100 TH DAY OF CURRENT YEAR)	Each teacher verifies seniority/category & signs list Requests for correction must be done in writing. (Human Resources sends lists to schools/home)
By March 15	REQUEST FOR LEAVE OF ABSENCE	Tenured teachers with a minimum of 5 years of service by March 31, 2021. Form available on SSO as of Feb 1 st , 2021 (Teachers)
By March 12	IN SCHOOL ASSIGNMENT PREFERENCE	Preferences given to Principal (Teachers)
By March 15	RETURN OF VERIFIED SENIORITY LISTS	Signed lists returned to Human Resources. Correction requests from teachers must be done in writing. (Teachers)
By March 30	REQUEST FOR VOLUNTARY TRANSFER AND JOB EXCHANGE OR DEMAND FOR CHANGE OF CATEGORY (1 st round)	- Complete appropriate form and return to Human Resources. - Forms will be available on SSO as of March 1, 2021 (Teachers)
PROGRESSIVE RETIREMENT IS NOT INDICATED ON THE BOARD'S STAFFING TIMELINE. For more information contact Lisa Malone		
Before April 1	REQUEST TO JOIN PROGRESSIVE RETIREMENT PLAN *Teachers must first verify with CARRA	Forms available on SSO (Teachers)