

2021-23 LTO Staffing Rules (effective November 23, 2021)

Peak Staffing:

- 1) FSL Staffing Pool process - any remaining French contract vacancies will be filled via a placement process
- 2) List 2B contract vacancies & LTO Vacancies - All known vacancies will be posted in June:
 - a) contract (full and part-time);
 - b) full year 100% LTOs;
 - c) partial LTOs.
 - i) May opt to refrain from posting and filling smaller % LTOs until August
- 3) List 3 - any remaining unfilled contract or LTO vacancies will be posted on the Friday prior to the August long weekend. Vacancies will be staffed prior to September 1st where possible.
- 4) Human Resources will short list OTs that applied and possess the required OCT qualifications. These candidates will be provided to the Hiring Managers for their review and consideration in accordance with the [Equitable Recruitment, Hiring & Promotion policy](#).
- 5) A partial contract can be complemented with another partial contract or partial LTO if it works from a scheduling perspective.
- 6) If an employee vacates a position (ie. to increase their FTE, resigns the position) during the peak staffing period, HR will consult with the Principal to determine whether to repost or hire from the applicants to the original posting. If the position has already started, apply the percentage rule as outlined below in #1 (Rules for Moving). If the school year has commenced, HR may need to repost to avoid disruption.

Rules for moving to a new LTO?

1. Occasional teachers are eligible to transfer LTO assignments one time only as follows:
 - a. in July/August where the transfer represents an increase of at least 50% to the percentage employed
 - OR
 - b. when the school year has commenced, where the transfer represents an increase of at least 50% to the percentage employed
2. If a 100% assignment is secured or the OT has utilized their one move, they are considered staffed until the end date of that assignment.
3. Duration of the assignment is not a consideration for movement.
4. If an employee is in more than one LTO assignment, their FTE for movement is considered based on the combined FTE. ie. 50% LTO at one location and 25% LTO in another location - this employee is considered a 75% employee.

Non-Peak

- An LTO vacancy will be posted when an absence of 30 working days or more is identified.

- In cases where an OT has been in a daily assignment and it becomes an LTO and the assignment is later confirmed to be significant in duration, the teacher may be offered to continue in the assignment if:
 - a) the position was filled via the job board or EasyConnect callout, (if manual fill was relied upon to fill the vacancy, the Board and union would discuss on an individual basis)
 - b) the teacher is on the OCDSB OT Roster and
 - c) they are OCT qualified for the assignment.
- In a situation where the LTO assignment ends due to the return of the contract teacher and within 15 days the contract teacher requires additional leave, the LTO assignment may be offered to the same occasional teacher without a qualifying period.

General Information...

- **Where possible**, for part time assignments hours/days of work will be posted.
- **Where possible**, interviews will be scheduled after school hours.
- The above staffing processes will be outlined in the body of LTO postings. Posting templates will include questions about moves and terminating a position. eg. I understand accepting this job would count as my 1 move; If necessary I can resign with 5 days notice and then apply to other LTO assignments. Any application within those 5 days would not be considered.
- Vacancies will be posted for three days. (ie. post on Monday, closes on Wed at 2pm)

For reference, below is the spring staffing process as per the ETFO contract collective agreement:

List 1 - posted end of April

- Interview from amongst contract applicants
- Transfers, same status (can't increase FTE)

STPP - Seniority Transfer & Placement Process

- surplus/unassigned (lost Right of Return)
- contract teachers placed based on seniority

List 2A - posted end of May

- 1st opportunity for increase in status for contract applicants
 - Same status transfers also possible
 - Interview from amongst contract applicants
 - **Any remaining French vacancies after List 2A will be used for the French Pool**
- Hiring Placement Process**

List 2B - posted in June to contract teachers and occasional teachers

- increase FTE, same status transfer or new contract hire
- Interview process

LTOs for the upcoming school year posted at the same time as this listing and then mid-August

List 3 - any new or unfilled contract/LTO vacancies are posted on the Friday prior to the August long weekend and staffed prior to school start up in accordance with the Collective Agreements and the Equitable Recruitment, Hiring & Promotion policy.