

2024-25 LTO Staffing Rules

Peak Staffing:

- 1) FSL Staffing Pool process - any remaining French contract vacancies and all known French LTOs will be filled via a placement process
- 2) All known/remaining vacancies will be posted in June:
 - a) List 2B contract vacancies (full and part-time) - interview process;
 - b) Spec Ed LTO vacancies - interview process;
 - c) full year 100% LTOs; - pool process
 - d) partial LTOs. - pool process
 - i) May opt to refrain from posting and filling smaller % LTOs until August
- 3) List 3 - any remaining unfilled contract (TBD) or Spec Ed LTO vacancies will be posted on the Friday prior to the August long weekend - to be interviewed prior to Sept 1st.
- 4) If necessary, in addition to the pool process, regular LTOs will be posted on ATE. Vacancies will be staffed prior to September 1st where possible by either placement or interview.
- 5) For positions requiring an interview - 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](#).
- 6) A partial contract can be complemented with another partial contract or partial LTO if it works from a scheduling perspective.
- 7) 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 #3 (Rules for Moving). If the school year has commenced, HR may need to repost to avoid disruption.

LTO Movement Rules

Duration of Assignment

1. Duration (length) of the assignment is not a consideration for movement. An employee that accepts an LTO assignment is expected to complete the assignment in full.
2. Exception: An employee can apply to change assignments where the length of the assignment is longer **or the FTE is greater** if it is **within the same school, only once per year**. The subsequent position would need to be posted and the Equitable Hiring process would be followed.

Increasing FTE

3. 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% of the current percentage employed**

OR

- a. when the school year has commenced, where the transfer represents **an increase of at least 50% of the current percentage employed**
4. 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.
5. A French teacher is not able to change an assignment for an increase in FTE if the position they want to move to is English (consistent with contract French freeze). It does not prevent an occasional teacher from taking a subsequent English LTO assignment.

Decreasing FTE

6. If an employee wants a decrease in FTE, they are eligible to apply for vacancies and transfer once during the school year. The employee must provide 5 days notice prior to transferring to the smaller assignment. Once transferred, the employee can't move again during the school year or would need to provide their five days notice of resignation prior to applying for positions. The employee is not eligible to increase at the same school for 30 calendar days and percentage rules would apply.

Itinerant

7. 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, **in accordance with L14.09 of the collective agreement.**

Notice of LTO Assignment Termination

L14.07 An Occasional Teacher on a long term occasional teaching assignment shall normally be given five (5) days notice of the termination of the assignment or the start of a reduction, or gradual reduction, in the percentage of the assignment. It is understood that the Occasional Teacher shall accept any reasonable occasional teaching assignment in order to permit the Employer to fulfill this notice requirement. It is further understood that where a scheduled assignment coincides with the dates as stipulated at the

commencement of the assignment, no further notice will be required.
In a similar manner, a teacher shall be required to give five (5) days notice.

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 staffing processes will be shared via the GEM conference, **the elementary website** and referred to in the body of LTO postings.
- Posting templates will include questions about moves and terminating a position. For example:
 - I understand accepting this job would count as my 1 move;
 - If necessary I can resign with 5 **working** days notice and then apply to other LTO assignments **once the 5 days' notice has been completed**. 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 OCETFO **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

FSL Pool Process

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

List 3

any new or unfilled contracts - OCETFO and OCDSB will determine prior to June 30 annually if the summer contract vacancy list will be posted on the Friday prior to the August long weekend or held and staffed during the Fall reorganization period.

Spec Ed LTO vacancies are posted in June and August and will be staffed via an interview process. LTO

vacancies that remain after the EN LTO Pool Placement process are posted on the Friday prior to the August long weekend and staffed prior to school start up in accordance with the Equitable Recruitment, Hiring & Promotion policy.