

Elementary Staffing Timelines September - December, 2023			
DATE		RESPONSIBILITY	Collective Agreement Article
September 1	P.A. Day		
September 5	Students' first day of school.		
September 11	2:00 pm - All students in attendance must be made active in Aspen by the end of the day. Students expected to return to the school in the following weeks MUST be marked absent.	Principal	
September 12	9:00 a.m. (Snapshot) HR will pull school enrolment data from Aspen. Only active students in Aspen will be counted. Principals will not activate students they expect to attend. This includes students on extended vacation.	People, Culture & Leadership (PC&L)	
September 20	2:00 p.m. Elementary Staffing Committee meets to review staffing allocations	Staffing Committee	
September 20	p.m. - DEC connects to finalize school allocations.	DEC	
September 21	9:00 am - Staffing allocations shared with schools at Confed.	PC&L	
September 22	AM In school(s) where allocation/assignments have changed, meet with staff to share changes and request input regarding school re-organization.	Principal/ Teacher	L29.02
September 26	<p><b>By 9am:</b> Principals with a reduced allocation notify PC&amp;L via a google form of surplus teachers and potential voluntary transfers. An employee can request a voluntary transfer, consider the vacancies and opt to remain at their current location - in which case the least senior would then be surplus and transfer - both names should be provided to HR</p> <p>Principals with an increased allocation confirm vacancies with PC&amp;L via a google form.</p> <p><b>P.M.:</b> Hold a second staff meeting to present the new school organization. Staff that are receiving a new assignment or are surplus need to be advised individually in advance of the 2nd meeting.</p>	Principal/ PC&L	