



Student Support Professionals

Educational Assistants and Early Childhood Educators

SURPLUS INFORMATION PACKAGE



Declared surplus? Suspect that you may be, this handbook is meant for you.

This can be a confusing and often scary time for members

This package of information has been developed to assist you in understanding the process and to answer some of the questions you may have.





THINKING IN ADVANCE

What to do if you believe that you might be declared surplus.

Surplus is based on seniority to the system. There will be surplus SSP members if your work location has a reduction in the allocation of SSP members. The surplus member is the one who has the least seniority or on occasion least qualified for the remaining positions, *[check the seniority list for this information-available in the OSSTF-SSP Groups conference]*. You can choose to surplus yourself in lieu of a junior employee. This is done through the Principal. You can also be declared surplus if your location is closing.

ECEs will know if they are surplus by Mid April and EAs in late May. If you are aware of circumstances such as school closures, changes in boundaries, closures of specialized classes, movement of high needs students, low enrolment for kindergarten or introduction of Extended Day Programs, etc. You may consider that any of these situations could effect SSP allocations.

If you think you might be declared surplus and want to have some control over where you go it is in your best interest to fill in a transfer form.

Please note transfers are not granted simply because you have indicated you wish to be transferred. The Principal **may** choose to fill the vacancy with a transfer, this doesn't mean that they have to. If you have a transfer request to a specific location and you see a posting for this location, please don't let this discourage you from applying. This may simply mean that the Principal has chosen to post and interview. The Transfer List may not even be looked at in these cases.

Transfers are honoured through-out the school year. If you have put in a transfer request but come September you are happy where you are you **must** rescind your transfer sheet. If you do not do so and an opening comes up at a school you had on your list and you are offered the position you must take it.

There are times when the employer may re-allocate your position to your former location in the fall. This most often occurs when students either confirm their attendance or move. Not to worry, we now have the right to return to our former location if a new position is allocated up to September 30th. This does not mean your previous shift/assignment, simply the right of return to the school in the vacancy that currently exists.

What are my rights under the Collective Agreement?

The following is an excerpt from the Collective Agreement that outlines how the surplus process proceeds, following each item, a descriptor has been written in italics:

25.06 (a) In the event there is a reduction in the number of assignments at a school or location, the employee(s) with the least system wide seniority working at the school or location shall be considered surplus provided the remaining employees are qualified.

For example: if there are currently 4 EAs/ECEs at your location and the Board determines that the requirements have changed and they only need two, the members at that location with the least seniority would be declared surplus. Seniority means the members that are least senior to the Board, not the location. To find this out, you must look at the seniority list that the Board produces each year in February.

However if the more junior member has qualifications that are needed in the school, (high signing is needed and the more junior EA signs and the senior does not), then a case could be made to have the junior remain.

(b) In the event of a school or location closure, the employee(s) working at that school or location will be declared surplus.

This is self explanatory. If your location closes you will be declared surplus.

25.07 (a) Surplus employees shall submit their preferences for placement to the Human Resources Department and shall have their names placed on a surplus list in order of descending seniority. The placement preference form will be provided by the Human Resources Department and will require each surplus employee to provide up-to-date information with respect to the employee's qualifications and/or ability, knowledge and skills.

You will receive a form from Human Resources. This form will have a place for you to state your experience, education and any other information that will assist in your placement. It is very important for you to put all of your information on this form and attach additional sheets if needed. This is the document that will determine your future placement. Do not underestimate its importance!

25.08 (a) The Human Resources Department, in consultation with the respective Principals and, following discussion with surplus employees, shall place



surplus employees in seniority order into vacancies for which they are qualified. Where the Human Resources Department determines the employee is qualified for more than one vacancy, the employee shall be given the option to select one of the positions identified.

After all completed forms have been sent into Human Resources, the Human Resources Administrator, (currently this is Sharon Kelly) will match surplus members with placements. This should be based on qualifications, experience, preferences of the member and the needs at locations. Each member will be contacted via telephone, in order of their system seniority and will be offered a position. There is a possibility that you may be offered more than one position, this is based on your qualifications and the suitable vacancies.

You have 1 (one) hour to make a decision. If you turn down what is offered you will then be placed at the bottom of the list and will have to take what is left when your name comes up again.

- (b) Where no suitable regular position exists, the surplus employee may be offered a term position that is behind a full year leave of absence.

This means that you may be in a term position for one year. This position is classified as a Term Enrichment and you will be surplus again the following year, (unless the location increases the allocation in which case you will be absorbed into that location). You will not lose any entitlements you would normally receive and are simply in a temporary position maintaining your permanent status.

- (c) An employee shall be given the opportunity to attain or upgrade his/her qualifications in order to fulfill the requirements of the position. The qualifications must be obtained prior to the date the employee starts in the position. Should the employee agree to fulfill the requirements of the position and fail to do so prior to assuming the position, the employee shall be placed on recall and will be recalled to the first available position for which he/she is qualified.

If there is a position that you are interested in, but you need to attain specific qualifications, you will be given the opportunity to get these qualifications. Of course, this upgrading must be obtainable. In the event you do not attain the specified qualifications in the time period allotted, you will not be considered for this position and you will have to be placed in an alternate position.

25.09 A surplus employee not placed in accordance with Article 25.08 shall be placed on a Temporary Redundancy List.

If you are not placed in a position, due to lack of skills, qualifications, etc. or do not accept any of the offers made, you will be placed on a redundancy list to be considered for positions that may be vacant due to other staffing movement.

25.10 Principals may choose from among the employees on the transfer list to fill vacancies at their location.

Principals may choose from the transfer list, but they may also choose to post and interview. There are no guarantees that a transfer will be offered. If you see a posting at a location you have indicated a transfer to, this doesn't mean you were not preferred, it simply means that the principal chose to post and interview and you shouldn't be dissuaded from applying.

Please note** if in fact you are offered a transfer to a location you indicated on your transfer form you must go, so if you reconsider a transfer you must rescind your request in writing to the Human Resources Department and to the SSP President.

25.11 In the event there are surplus employees remaining on the Temporary Redundancy List the Employer shall follow the procedures as set out in Article 25.08. Employees who are not placed will be declared redundant and be subject to Article 26.02 (e).(Layoff and Recall)

If you have not been placed in a position through the first round of surplus placements you will have a second opportunity at this point of the staffing process.

25.12 (a) Remaining vacancies will be posted in accordance with Article 23 (Job Postings).

This is self- explanatory, remaining positions will be posted.

(b) Any subsequent regular vacancies resulting from the application of 25.12 (a) shall be filled on a regular basis.

Vacancies that are as a result of the initial posting in 25.12 (a) will be also posted as term.

(c) Vacancies resulting from the application of 25.12 (b) shall be filled on a term basis.

Any vacancies after the first two posts are posted as term. There was a time when all vacancies during the school year were posted only as term. This article is a result of some movement to change opportunities for members to obtain regular positions.



25.13 (a) Where needs change in September and staffing adjustments must be made the procedures shall be as indicated in Articles 25.02, 25.03, 25.05, 25.06, 25.07, 25.08, and 25.09.

Members may be declared surplus in September if the needs change at their location. The same process applies. See Article 25.06 to Article 25.08. If they are still unable to be placed in a suitable position they will be placed on the Lay-off list.

(b) Employees who have been placed in a new location in accordance with Article 25.08 and 25.11 shall have the right to return to their previous location in the event that a regular vacancy for which the employee is qualified arises at their previous location by September 30 of the same calendar year.

Since students move around the employer holds back a few positions each year allowing them flexibility to allocate positions in locations where a need may have arisen since allocations were made in the spring. This occasionally means that an allocation is reinstated at a location where surplus may have occurred in the spring. This language allows member the opportunity to return to their former location given the ability to fulfill the job requirements.

(c) Remaining vacancies will be posted in accordance with Article 23 (Job Postings).

25.14 An employee placed in a term position in accordance with Article 25.08 (b) will continue to be a regular employee with all entitlements. In the event the allocation is increased at the location where the employee has been placed, or the position held becomes a regular vacancy, the employee shall be considered regular to that location subject to qualifications, ability, knowledge and skills. Otherwise, at the end of the term, the employee will be placed in accordance with Article 25.08.

This language confirms the security for members who have been placed into Term Enrichment positions. See 25.08 (b).



QUESTIONS

Q – Does this mean that I will no longer be employed?

A – Not usually. Every attempt will be made to match your preferences, skills, abilities, education and/or experience with an assignment.

Q – How will the process proceed?

A – The process will proceed as follows:

1. You will be given notification via letter that you have been declared surplus.

2. You will then receive a “Placement Form”. When filling out this form please include everything relevant. This will give the Human Resources Administrator/Officer the information required to decide what assignment(s) you are best suited for. *(Examples at end of document)*

3. After the Board has determined allocations for the coming year they will know where the vacancies will be and the Human Resources Administrator/Officer will begin the placement of surplus EA/ECEs in order of their seniority. When it is your turn, you will receive a telephone call from the HR Officer and you will be offered (a) position(s) based on your “Placement Form”. This is why you must take time and care filling out this form and include everything you think might be relevant.

You need to indicate which phone number and hours of availability. Calls will be made between 8 am and 6:15 pm and you need to be available for the call. This is especially important if you are on an approved leave. If after two or more tries you are unable to be contacted you will be skipped and put to the bottom of the list.

Q – Do I need a resume if I am surplus?

A – No, you will only be required to fill out the “Placement Form”. You should have a resume on Apply to Education which should be updated as needed.

Q – Will I be required to attend an interview?

A – No, surplus members have the right to placement and do not have to be interviewed for assignments.

Q – When will I hear from the Board?

A – Unfortunately there is not a precise date. It depends on the time that allocations are completed. Once this is done and the vacancies are known, the process will begin.

Q – When I get the telephone call, do I have to make a decision right away?

A – The expectation is that you make a decision quickly (within 1 hour). Surplus placement is done in order of seniority and they cannot proceed to the next person on the list without your decision. Please feel free to call the Union office at 729-7211 and/or speak with someone else you think might assist you to make a decision. (spouse, partner, etc).

Q – How many positions will I be offered to choose from?

A – This will depend upon what assignments are available that suit your preferences, abilities, skills, education and/or experience.

Q – If there aren't any vacant positions that match my preferences what will happen?

A – The Human Resources Officer will then look at your skills, education and/or experience and offer you something that you are a match for, but located in an area you did not specify or with an exceptionality that you may not have asked for.

Q – If I do not have the skills, education and/or experience for any of the vacancies what will happen?

A – The Human Resources Officer will call you and every attempt will be made to find a suitable placement for you. You could be required to agree to take a course or workshop, obtain certain certification etc.

Q – Will I like the new assignment?

A – We all hope that you are happy in your new location. Part of ensuring that this occurs is to be very precise when filling out the “Placement Form”.

List all of your skills, education (including workshops) and experience (including any relevant experience outside of the Board). List everything no matter how insignificant you might think it is.

Also include:

- What type of assignment you would like.
- What exceptionality you would want to work with. (Autism, DD, Behavioural etc.)
- What area of the city. (do not specify schools this will limit you too much.)

Q – After I have been placed into a position can I apply to the positions that are posted?

A – Yes, you are able to apply to the postings.

WHAT SHOULD I ASK WHEN I GET THE CALL?



- What type of classroom/program will I be assigned to?
- What are the exceptionalities I will be working with?
- How many students will I be directly responsible for?
- Is there toileting? Restraints? Duties? Feeding?
- Medical procedures? Dressing? Etc.
- What is the start/finish time of the school?
- What is the start/finish time of the assignment?
- Anything that may be of importance to you when making your decision.

This is just a sample of questions you might ask when you are given your options. If the Human Resources Administrator/ Officer is not able to answer any of the questions you may feel that are of particular importance to your decision, ask if it is possible for them to find out the answer before you make your final decision. The Human Resources Administrator/Officer will call the Principal of the school to clarify.

We know that this package may not answer every question you might have. Please feel free to contact your president and/or chief negotiator to get clarification at any time. We are also available to assist you if you require assistance to fill out your Placement Form so that you might get optimum results.

INFORMATION YOU NEED TO GIVE THE PRINCIPAL

- ❖ If you have any medical issues that need to be accommodated.
 - You should have all documentation of medical accommodations filed with Employee Wellness however they do not disclose the information to anyone. It is up to you to let the Principal know if you have any accommodations-can't lift, can't be outside in extreme weather etc.
- ❖ If there are time limitations you need accommodated.
 - If for example you are half time at one location and have been surplusd and now placed in a new location and you need time to travel between assignments. You must ensure that you have the required time to be able to do both assignments.

**You can reach the President and/or Chief Negotiator at
613 729-7211**

President - Cheryl Cavell – cheryl.cavell@d25.osstf.ca

Chief Negotiator- Jean Trant – jean.trant@d25.osstf.ca



Early Childhood Educator Placement Form

PLEASE FAX TO 613-721-9727

PERSONAL INFORMATION (Please Print)

Name: _____ Present Location: _____
 Employee Number: _____ Cell Phone: _____
 Telephone Number: _____ School Phone: _____
 Employment Status: 1.0 Full Time .50 Part Time Are you currently on leave? Yes No
 Hours of work _____ College Registration Number: _____

ADDITIONAL QUALIFICATIONS AND EXPERIENCE INFORMATION (PLEASE CHECK IF ANY ARE APPLICABLE):

- | | | |
|---|--|---|
| <input type="checkbox"/> Autism - years of experience _____ | <input type="checkbox"/> Behaviour Modification | <input type="checkbox"/> Behaviour Management Systems (formerly NVCT) |
| <input type="checkbox"/> BA - _____ | <input type="checkbox"/> French - Bilingual | |
| | <input type="checkbox"/> First Aid - Expiry date _____ | |
| | <input type="checkbox"/> CPR - Expiry date _____ | |

PLEASE LIST SPECIFIC SCHOOLS IN ORDER OF PREFERENCE (PLEASE NOTE THAT YOU WILL BE ADVISED OF AVAILABLE VACANCIES AT TIME OF CALL, IN ORDER OF SENIORITY).

Schools Desired

1. _____	4. _____
2. _____	5. _____
3. _____	

I AM WILLING TO ACCEPT THE FOLLOWING SHIFT(S):

- Before School (6:45 a.m. start) Core day After school (6:15 p.m. end)

FULL DAY LEARNING LOCATIONS EFFECTIVE SEPTEMBER 2017:

- | | | | |
|--|--|--|---|
| A. Lorne Cassidy ES
Adrienne Clarkson ES
Agincourt Road PS
Alta Vista PS
Arch Street PS
Avalon ES
Barrhaven PS
Bayshore PS
Bayview PS
Bells Corners PS
Berrigan ES
Blossom Park PS
Briargreen PS
Bridlewood ES
Broadview PS
Cambridge Street Community PS
Carleton Heights PS
Carson Grove ES
Castlefrank ES
Castor Valley ES
Centennial PS
Chapman Mills PS
Charles H. Hulise PS
Churchill Alternative School
Connaught PS
Convent Glen ES | D. Roy Kennedy PS
Devonshire Comm.
Dunlop PS
Dunning-Foubert ES
Elgin Street PS
Elmdale PS
Fallingbrook Community ES
Farley Mowat PS
Featherston Drive PS
Fielding Drive PS
New Findlay Creek PS
First Avenue PS
Forest Valley ES
General Vanier PS
Glashan PS
Glen Ogilvie PS
Glen Cairn PS
Greely ES
Half Moon Bay
Hawthorne PS
Henry Larsen ES
Heritage PS
Hilson Avenue PS
Hopewell Ave PS
Huntley Centennial PS
J.H. Putman PS | Jack Donohue PS
Jockvale ES
John Young ES
Kanata Highlands PS
Kars on the Rideau PS
Katimavik ES
Knoxdale PS
Lady Evelyn Alternative School
Lakeview PS
LePhare ES
Manor Park PS
Manordale PS
Manotick PS
Maple Ridge ES
Mary Honeywell ES
Meadowlands PS
Metcalfe PS
Mutchmor PS
North Gower
Osgoode PS
Orleans Wood ES
Pinecrest PS
Pleasant Park PS
Queen Elizabeth PS
Queen Mary Street PS
Regina Street PS | Richmond PS
Riverview Alternative School
Roberta Bondar PS
Robert Bateman PS
Robert E. Wilson PS
Robert Hopkins PS
Roch Carrier ES
Rockcliffe Park PS
Roland Michener PS
Sawmill Creek ES
Severn Avenue PS
Sir Winston Churchill PS
South March PS
Stephen Leacock PS
Steve MacLean
Stittsville PS
Stonecrest ES
Summerside PS
Terry Fox ES
Trillium ES
Vincent Massey PS
Viscount Alexander PS
Westwind PS
W. E. Gowling PS
W. Erskine Johnston PS
Woodroffe Ave PS
York Street PS |
|--|--|--|---|

COMMENTS: _____

Signature: _____ Date: _____

Personal information on this form is collected under the authority of the Education Act and will only be used to process your placement. Should you wish to review this information, please contact Human Resources.
 OCDSB 194PF Human Resources (04-16)



Educational Assistants Placement Form

Fax to 613-721-9727

PERSONAL INFORMATION (Please Print)

Name: _____ Present Location: _____
 Employee Number: _____ Home Address: _____
 Telephone Number: _____
 Cell Number: _____

NOTE: May receive call after hours

Employment Status: 1.0 Full Time Are you currently on leave? Yes No
 Employment Status: 0.5 Part Time
 If part-time specify hours of work _____

Please list the programs/type of assignments in which you have had experience and the number of years in that area.

Type of Assignment/Program/# of Years

1. _____	5. _____
2. _____	6. _____
3. _____	7. _____
4. _____	8. _____

QUALIFICATIONS AND EXPERIENCE INFORMATION (check all that apply):

- | | | |
|--|--|---|
| <input type="checkbox"/> Autism - years of experience _____
<input type="checkbox"/> Assistive Technology: please list:

<input type="checkbox"/> BA - _____
<input type="checkbox"/> Behaviour Modification | <input type="checkbox"/> Behaviour Management Systems (BMS)
<input type="checkbox"/> Bliss Symbols
<input type="checkbox"/> Braille
<input type="checkbox"/> Catheterization
<input type="checkbox"/> Child/Youth Worker
<input type="checkbox"/> Computer Skills
<input type="checkbox"/> CPR - Expiry Date _____
<input type="checkbox"/> Developmental Services Worker | <input type="checkbox"/> First Aid - Expiry Date: _____
<input type="checkbox"/> French - Bilingual
<input type="checkbox"/> National Lifeguard Service
<input type="checkbox"/> Crisis Intervention
<input type="checkbox"/> Restraint Techniques
<input type="checkbox"/> Sign Language - Level _____
<input type="checkbox"/> Suicide Intervention |
|--|--|---|

Others: _____

EQUIPMENT SKILLS:

standing frames and AFO Hoyer Lift Media feeding tubes communication aides, i.e. touch talkers

PLEASE CHECK IF:

prepared to assist in toileting prepared to do pool duties Prepared to lift students

Please add any comments which may assist in finding a suitable assignment:

Signature: _____ Date: _____

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OCDSB 194PF Human Resources