

SECONDARY FLOW CHART  
TRANSFER AND REDUNDANCY  
For the 2018/2019 School Year

FEBRUARY 1	Principals create postings for headships on Apply to Education using the Headship Template
FEBRUARY 6	List of headship vacancies to SO Operations and Operations Officer. Copy forwarded to OSSTF for review
FEBRUARY 8	Meeting with OSSTF and SO Operations to review headship vacancy list
FEBRUARY 11	All headship positions go live on Apply to Education
FEBRUARY 22	Secondary Principals meet with Planning/Operations in 2041
MARCH 1	Deadline for leave application or renewal on the Leave of Absence Database on Employee Self Service.
MARCH 1	Deadline to withdraw from Prepaid Leave Plan
MARCH 1	Staffing Allocation Meeting - 9:00 a.m. in 2041
MARCH 1	Principals Meeting in Room 1011 at 1:30 p.m. to receive provisional staffing allocation
MARCH 29	Principal meets with Operations and OSSTF to discuss school surplus and/or staff changes. Contact Tara Pryde to book an appointment.
APRIL 2	Surplus Teachers Declared (email list to SO Operations and Operations Officer)
APRIL 2	School Vacancies Declared (email list to SO Operations and Operations Officer)
APRIL 1-2	Principals submit all vacancies on Apply to Education
APRIL 3	Composite Posting #1 goes live on Apply to Education. <a href="#">Closes April 9, 2019</a>
APRIL 3	Written notice to surplus staff and OSSTF rep. by Principal
APRIL 12	Surplus to be Reconfirmed (to Board April 15, 2019)
APRIL 15-16	Principals begin to enter postings for Composite Posting #2 on Apply to Education
APRIL 17	Composite Posting #2 goes live on Apply to Education. <a href="#">Closes April 25, 2019</a>
MAY 2-6	Principals begin to enter postings for Composite Posting #3 on Apply to Education
MAY 7	Composite Posting #3 goes live on Apply to Education. Closes May 13, 2019
MAY 15	Redundant teachers declared/notified (If any)
MAY 17	Redundant teachers to board – terminations (If any)
MAY 17	Principals submit Secondary Staffing Vacancy Profile Form to SO Operations and Operations Officer
MAY 22	Remaining surplus staff placed - 9:00 a.m. - 1011 (If necessary)
MAY 22	Review Committee Meeting -1:00 p.m. - 2041
MAY 27	Redundant teachers receive written notification (If any)
MAY 27	Principals begin to enter postings for Composite Posting #3.1 on Apply to Education
MAY 30	Internal Composite Posting #3.1 goes live on Apply to Education. Closes June 5, 2019
JUNE 12	Internal/External Postings (If Required)