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Educational Assistant Allocations and Postings Process - June 2019

The following outlines the process for all **Permanent** Educational Assistants:

1. The Board determines the number of Educational Assistant positions within each school. Educational Assistants are “assigned to schools”; your assignment within the school is determined by the Principal who “will endeavour to take into consideration the Educational Assistant’s stated preferences”. Principals will be advised, via Memo, from Superintendent of Special Education – “All permanent Educational Assistants will need to be informed of their potential assignment for next year prior to the EA placement meetings
2. The Employee Services Department forwards to each school the number of Educational Assistant positions allocated for Fall 2019 and includes:
 - the number of positions to be posted for the Educational Assistant June Posting Day in the event the number is greater than presently allotted for the school;
 - the number of surplus Educational Assistant positions if the allotment is less than presently allotted for the school;
 - the name(s) of the “most junior” Educational Assistant(s) at the school.
3. If there are fewer positions than the number of Educational Assistants presently within the school, the EA with the least amount of seniority – as per the Seniority List is the EA declared surplus at that school and receives a written layoff notice from the Employee Services Department, prior to the Posting/Bumping Meetings.
4. All Educational Assistants who:
 - have been declared surplus at their school;
 - do not have a permanent position to return to;
 - did not receive a layoff notice but are interested in looking at a possible school change and/or
 - who may be affected by the bumping process, due to their seniority date:

should attend the Posting and Bumping Days in your “area” (Haliburton, Muskoka, City of Kawartha Lakes).

The initial postings will be available on the Board’s email “Our Dock” system – Job Postings approximately one week prior to the Posting/Placement Meeting for the area. The “posting(s)” will be one form for each worksite where there are EA positions (Permanent and/or Temporary). This information will include a “School Special Needs Profile”; the nature of Educational Assistant assignments at the school and whether there are any specific skills/abilities required for any of the positions.

During the Posting/Placement Meeting, there are different “rounds” as positions become available from Educational Assistants who have not been declared surplus posting out of their school which in turn results in positions becoming available. If you are interested in changing schools and do not see a Posting on First Class do not assume that there will not be any positions become available at that school during the Posting/Placement process.

5. In the event there are no positions of interest to an EA who has been declared surplus at their school, it is at a Bumping Meeting the EA exercises their bumping rights as per the collective agreement. The Employee Services Department outlines the “options” available to the affected Educational Assistant and representatives of our CUPE Local are also available to be of assistance.
6. The Employee Services Department will forward to each school a “Notice” regarding the date, time and place of the Posting Meeting in your area and the Seniority Date that “bumping” could occur ... **it is IMPERATIVE you are aware of your Seniority Date and attend the meeting in your area if the date noted is the same or lower than your Seniority Date. Confirm your Seniority Date with the current Seniority List posted at your school or on Board’s Ourdock > Employee Services > Information by Employee Group > CUPE Support Staff > CUPE 997 > Seniority List.**

Some Frequently Asked Questions:

Question

“My present position is part-time. I would like a full-time position and preferably at my present school. How do I go about getting a full time position?”

Answer

“In the event there are more positions than EA’s presently at your school and you have sufficient seniority, a move from part-time to full-time does not need to be posted and you would be offered the full-time position without a Posting. You may also choose to attend the Posting Day and apply for any full-time positions posted.”

Question

“Why do I need to attend the Bumping Date – I have not been declared surplus at my school, but my Seniority Date is lower than what is noted on the notice from Human Resources?”

Answer

“As a “junior person” on the Seniority List you may be affected by the bumping process and you must be in attendance to exercise your options.”

Question

“I have been declared surplus and received a layoff notice. What happens if I apply to a temporary position at the posting meeting?”

Answer

As a Permanent EA who has received a layoff notice you can apply for Temporary and Permanent positions. Because temporary positions are come to an end prior to the next posting meeting you would need to apply for another position at the next posting meeting. By accepting a temporary position after receiving a layoff notice you are giving up your right to bump. It is only laid off EAs who do not receive a position at the posting meeting that retain their bumping rights.

Question

“I am interested in applying for positions that are not in my “area” when and where would I need to apply?”

Answer

"You should attend the Posting meeting in the "area" you are interested in."

Question

"What are the dates for the June 2019 EA Posting / Placement and Bumping Meetings?"

Answer

All meetings commence at 4:30 p.m.:

Placement – Posting Meetings:

Haliburton	Wednesday June 12, 2019	Haliburton Highlands SS (Caff)
Muskoka	Monday June 17, 2019	BMLSS (cafeteria)
City of Kawartha Lakes	Thursday June 20, 2019	IEWSS (cafeteria)

If a Bumping Meeting is required for the Area – the meetings will commence at 4:30 p.m.
Haliburton – bumping will commence immediately following the Posting/Placement Meeting

Bumping Meeting:

Haliburton	Wednesday June 12, 2019	Haliburton Highlands SS
Muskoka	Wednesday June 19, 2019	Muskoka Education Centre
City of Kawartha Lakes	Monday June 24, 2019	Lindsay Education Centre

Question

"I am a "Permanent" EA and interested in a "Temporary" position ... if I Post into a Temporary position what happens to me at the mid-year Posting – Allocation time?"

Answer

"Should you be successful in posting into a "Temporary" assignment at the posting meeting your employment remains as a "Permanent" Educational Assistant and your home school continues to be the school from which you are posting out of.

Question

"I am a "Temporary" Educational Assistant. Should I plan on attending the Educational Assistant Posting Day and if I do attend can I apply for positions?"

Answer

"Temporary Educational Assistants cannot apply for any positions at the Posting Days. Temporary staff will be considered for any remaining open positions. The TLDSB Employee Services Department will provide an outline of the process following the posting of the June postings.

Question

"I require further information/clarification – who should I contact?"

Answer

"Do not hesitate to contact Debbie Gillan or William Campbell via the TLDSB First Class e-mail system or forward an e-mail to ea@cupe997.ca or president@cupe997.ca or contact the 997 Office:

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