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## *Fact Sheet - Posting and Bumping process for June 2023*

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The Educational Assistant posting process will be held electronically using Google Sheets (for postings that come out on the posting night June 13, 2023) and a Google Form (to apply to postings). Round 1 postings will be posted Wednesday June 06 to the CUPE Jobs – Educational Assistants Group on ourdock.ca. (From the home page of “Our Dock” click “**Quick Links**”, select “**Jobs**” and under the CUPE section, select the EA - Educational Assistants folder.

It should be noted that there will be new postings (permanent and temporary) posted in subsequent rounds as EAs post out of their current schools.

We know that everyone may not have reliable internet at home. TLDSB will make their schools and computer systems available on the posting meeting night so that Educational Assistants wishing to make application to a posted position can use the employer’s internet. No EA wishing to participate should feel that they are not able, due to not having the right tools at home. EAs are not required to use the Board’s facilities.

The process will be as follows:

1. First round postings will be posted on June 06<sup>th</sup>. A link to a Google Form will also be supplied to apply to posted positions.
2. Permanent EAs wishing to change schools for September either in a permanent role or a temporary role should complete the Google Form using the link noted in the posting sheets.
3. The deadline to apply for round 1 posted positions is Monday June 12<sup>th</sup> at 4:00 PM.
4. On Tuesday June 13<sup>th</sup>, EAs who have applied to a posted position(s) using the Google Form will be called in seniority order, using the phone # provided in the Google Form. The call will be to discuss their choice(s) noted on their Google Form application. If the position requested is still available when you are called it will be offered to you.
5. At the completion of Round 1, information will be sent to CUPE Jobs – Educational Assistants Group on Ourdock.ca about posted positions for round 2. This will include any remaining round 1 postings as well as any new postings for round 2. There will be a Google Sheet shared that will list round 2 postings that EAs can apply to using the Google Form noted above. As the Google Sheet is updated with new postings for rounds 2 and beyond, it will auto refresh on your screen if you have it open. The link to the Google Sheet can be found in the original posting letter sent out on June 06<sup>th</sup> to the EA Jobs group on Ourdock.ca.
6. There will be a deadline to make application to round 2 postings which will be determined and shared when the round 2 postings are posted.
7. If an EA has accepted a job in any round, they continue to be able to review postings in subsequent rounds and make application to them if they see something that better meets their needs.

8. The process will continue until no new postings are available.
9. At the conclusion of the processes for the night, all decisions are deemed to be final.
10. EAs that have received a layoff notice and did not successfully post into a position during the posting meeting will be eligible to bump provided they have bumping options based on their seniority date and tie breaker #.

## 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

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 will 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.

Some temporary positions may end prior to the next posting meeting. You should make sure you are comfortable with when the position ends.

### Question

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

### Answer

The posting meeting is for all 3 areas of the board so will include postings for all TLDSB worksites. Feel free to apply to any that are of interest.

## Question

I am a "Permanent" EA and interested in a "Temporary" position ... if I Post into a Temporary position what happens to me when the temporary position comes to an end?

## 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 night. 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 google e-mail system or forward an e-mail to [ea@cupe997.ca](mailto:ea@cupe997.ca) or [president@cupe997.ca](mailto:president@cupe997.ca) or contact the 997 Office:  
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