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Educational Assistant Allocations - Placements Mid-Year Process December 2011 – January – February 2012

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”.
2. The Human Resources Department will forward to each school, mid to the end of the week of December 13 - December 16, 2011 the number of Educational Assistant assignments determined for the remainder of the 2011-2012 school year. The allocation information forwarded to the schools includes:
 - the number of positions available for the Educational Assistant mid year posting process in the event the number is greater than presently allotted for the school (includes Permanent and Temporary assignments)
 - the number of redundant Educational Assistant positions if the allotment is less than the present number and the name(s) of the “most junior” Educational Assistant(s) at the school

The 2011-2012 change over date for Educational Assistant positions is February 2nd, 2012 (February 1, 2012 if attending the PA Day at their worksite.)

3. In the event 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 TLDSB Seniority List) is the EA declared redundant at the school and will receive notification from Wilma Lynch, Senior Manager of Human Resources. This notification will include an “Educational Assistant Information Form” which **must be completed** and returned to the HR Department by January 1, 2012.

Educational Assistants who remain surplus following the Mid Year Posting Day (scheduled for January 19, 2012) will be contacted by Wilma Lynch, Senior Manager of Human Resources. A bumping meeting in any of the three (3) geographic areas may need to be held following the January 19, 2012 meeting.

Should a bumping meeting be required this information will be posted on the CUPE 997 Conference Site on First Class and sent to the schools by fax for posting and would be held the week of January 23, 2012.

4. Permanent Educational Assistants who, have not been declared surplus to their school and are seeking an alternate school, on a “permanent” or “temporary” basis **must complete the “Educational Assistant Information Form”** which is available on First Class – from your First Class Desktop – open TLDSB Conferences – open A – E – open CUPE 997. The “Educational Assistant Information Form” and a covering Memo from Wilma Lynch is available in this Conference Form or visit the CUPE 997 web site – www.cupe997.ca – select Member Resources – select “Educational Assistants Information”.

N.B.: The “Educational Assistant Information Form” must be completed and submitted to Wilma Lynch, Senior Manager of Human Resources, Trillium Lakelands District School Board, Lindsay Office **NO LATER THAN JANUARY 1, 2012.**

5. On January 19, 2012 Shelley Woon, Superintendent of Special Education and Safe Schools; Wilma Lynch, Senior Manager of Human Resources; Lynn Raback, President, CUPE Local 997 and Debbie Gillan, CUPE 997 Educational Assistant Chief Steward will meet to complete the posting – placement process.

In the event there is an Educational Assistant assignment at a school you have noted on your “Educational Assistant Information Form” and you have the qualifications, ability and seniority you will successfully post into this new worksite.

Please note you should **only list** on the “Educational Assistant Information Form” those schools/worksites that **you are prepared to post into**. If a school is noted on your form and there is a position available you will **automatically be assigned** to this school and expected to report to the “new school” effective February 2, 2012.

Some “frequently asked questions”:

Question

Why are the schools with postings not shown on the Job Postings Conference?

Answer

EA’s are not required to attend the mid year posting process. While the process may start with postings at some schools, as EA’s post out of a school, new postings (schools) will become available. If you are interested in posting into a new school ensure you complete the “Educational Assistant Information Form” and include all schools you are prepared to post into.

Question

I will be submitting an “Educational Assistant Information Form” when will I know if I have been successful in posting into another school?

Answer

An e-mail will be forwarded to you, via your First Class e-mail address, no later than January 23, 2012. This e-mail will confirm whether or not you have been successful in posting into one of the schools listed on your “Educational Assistant Information Form”. If you have been successful in posting into a new school the e-mail will confirm the school and this e-mail will be copied to your present Principal and new Principal.

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

Should you be advised the EA Allocation numbers at your school remain the same (i.e.: you continue to be part time) you should submit an “Educational Assistant Information Form”. If you are only interested in full-time at your same school you would note only your home school. If you are prepared to accept full-time at any other schools then you would note these also on the “Educational Assistant Information Form”.

Question

I am interested in applying for positions that are not in my “area” – how do I apply?

Answer

You should complete and submit, no later than January 1, 2012, the “Educational Assistant Information Form” noting the schools you are prepared to post into and report to on February 2, 2012.

Question

I am a "Permanent" EA and interested in a "Temporary" position ... what happens to me in June ?

Answer

Should you be successful in posting into a "Temporary" assignment through the mid year posting process your employment status is as a "Permanent" Educational Assistant, on a "Temporary" assignment. Your home school continues to be the school from which you are posting out of.

Question

I am a "Permanent" EA presently in a "Temporary" position and would like to return to my "home school" following the mid year posting process – what should I be doing?

Answer

All "Temporary" Educational Assistant positions are declared redundant effective February 1, 2012. Permanent Educational Assistants on a Temporary assignment are expected to return to their "home school" effective February 2, 2012.

Question

I am a "Permanent" EA presently in a "Temporary" position and would like to remain at my present school for the rest of the 11-12 school year – what should I be doing?

Answer

You should complete and submit, no later than January 1, 2012, an "Educational Assistant Information Form" noting your "temporary school" and also indicating whether you are interested in posting into this school on a "permanent" and/or "temporary" basis.

Question

In June I changed schools and posted/bumped into a new Permanent position – can I post into another school or go back to my previous school during the mid year posting process?

Answer

You will not be able to post until the June posting process, unless the permanent position you posted/bumped into is less than full time.

Question

I am a "Temporary" Educational Assistant should I be submitting an "Educational Assistant Information Form"?

Answer

Temporary/Supply Educational Assistants cannot apply for any positions through the mid year posting process. Temporary/Supply staff will be considered for any remaining open positions following the mid year process. The TLDSB HR Department will post on the First Class CUPE 997 Conference Site an outline of the process and deadlines for applications the week of January 23, 2012 if there are vacant positions. This information will also be available on the CUPE 997 web site – www.cupe997.ca – Member Resources – 2011-2012 Educational Assistants Information.

Question

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

Answer

Do not hesitate to contact Debbie Gillan or Lynn Raback via the TLDSB First Class e-mail system or forward an e-mail to ea@cupe997.ca or pres@cupe997.ca or contact the 997 Office: 286-1156 – Toll Free: 1-877-838-CUPE (2873).