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## **Educational Assistant Allocations and Postings Process - June 2011**

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 have been advised, via Memo, from Kevin Cutler, Superintendent of Special Education and Safe Schools and Shelley Woon, District Principal of Special Education – “All Educational Assistants will need to be informed of their potential assignment for next year prior to the EA placement meetings .....
2. The Human Resources Department forwards to each school the number of Educational Assistant positions determined for Fall 2011 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 the present number;
  - 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 lay off notice from the HR Department, prior to the Posting Meeting.
4. All Educational Assistants who have been declared surplus at their school; Educational Assistants who are interested in changing schools and Educational Assistants who may be affected by the bumping process should attend the Posting Day in your “area” (Haliburton, Muskoka, City of Kawartha Lakes).

The positions available at the EA Posting Day **will be posted only on TLDSB’s First Class – “CUPE 997” Conference Site in First Class prior to the placement meeting.**

There 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.

5. In the event there are no positions of interest to an EA who has been declared surplus at their school it is at this meeting the EA exercises their bumping rights as per the collective agreement. The Human Resources 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 Human Resources 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 “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.**

**It is possible there will be Educational Assistants who will be surplus and on the recall list following the EA Posting – Placement Meetings.**

## **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 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 Posting Day – 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 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 2011 EA Posting Meetings?"

### **Answer**

All meetings commence at 4:30 p.m in the Cafeteria:

Monday June 6, 2011- Haliburton Highlands SS

Wednesday, June 8, 2011 – Bracebridge and Muskoka Lakes S.S.

Wednesday, June 15, 5011 – I. E. Weldon S.S.

*So that we do not go later than 11:00 pm we have additional dates of Thursday June 9th, 4:30 pm at BMLSS and Thursday June 16th, 4:30 pm at IEWSS, if required.*

### **Question**

"I am a "Permanent" EA and interested in 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 HR 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 Lynn Raback via the TLDSB First Class e-mail system or forward an e-mail to [ea@cupe997.ca](mailto:ea@cupe997.ca) or [pres@cupe997.ca](mailto:pres@cupe997.ca) or contact the 997 Office: 286-1156 – Toll Free: 1-877-838-CUPE (2873).