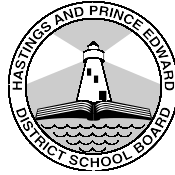




Spring Staffing Process



Day 1

The expanded Joint Staffing Committee will meet to review the elementary staffing process. HR and ETFO to review draft **Phase One** postings.

Day 2

Day one of two day postings is sent out to the system at **12:00 noon**. Teachers complete **Phase One** of the “Elementary Staffing Information Form” in order to apply. **HR will provide a Google doc link of the ESIF.**

Day 3

Teachers continue to complete **Phase One** of the “Elementary Staffing Information Form” (ESIF) in order to apply. **HR will provide a Google doc link of the ESIF.**

Day 4

Teachers may apply to **Phase One** postings until **12:00 noon**. HR will compile the ESIF information and share with ETFO.

Day 5

The JSC meets to review the information. School principals with vacancies will be called and will receive the teacher information to review. Teachers may consult with ETFO.

Day 6

The consultation period continues.

Day 7

Phase One vacancies are filled by the Joint Staffing Committee. One offer per person is made based upon the JSC decision. Consideration of teachers surplus to their school are a priority.

Day 8

Phase One vacancies continue to be filled by the JSC. One offer per person is made based upon the JSC decision. Vacancies for **Phase Two** are determined by the principal and compiled by HR.



Day 9

ETFO and HR will review the **Phase Two** postings. Day one of two day job postings are sent out to the system at **12:00 noon**. Teachers complete **Phase Two** of the “Elementary Staffing Information Form” (ESIF) in order to apply. **HR will provide a Google doc link of the ESIF.** Teachers may also now complete the Phase Two, Part B — **Voluntary Mobility** section.

Day 10

Teachers continue to complete **Phase Two** of the ESIF in order to apply. **HR will provide a Google doc link of the ESIF.** Teachers may continue to apply for Phase Two, Part B— **Voluntary Mobility.**

Day 11

Teachers may apply to **Phase Two** postings & **Voluntary Mobility** until **12:00 noon.**

Day 12

The JSC meets to review the information. School principals with vacancies will be called and will electronically receive the teacher information forms to review. Teachers may consult with ETFO. Consideration of teachers surplus to their school are a priority.

Day 13

School principals with vacancies continue to be called to share relevant information with the JSC principal reps. Teachers may continue to consult with ETFO.

Day 14

The JSC will meet to begin filling the **Phase Two** vacancies. One offer per person is made based on the JSC decision. Vacancies for Voluntary Mobility are determined.

Day 15

The JSC will continue to fill **Phase Two** vacancies or **Voluntary Mobility.** The Mobility process will take place according to the C.A. The JSC decisions will be based on teacher applications and Principal/Union consultations.

Day 16

Phase Three: Confirmation of the external hiring process as per the staffing timelines.

Day 17

Phase Three: Individual external postings as per Regulation 274.

Please visit the calendar at www.etfohp.on.ca for specific dates.