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YORK REGION DISTRICT SCHOOL BOARD
STAFFING TIMELINES (November 2023 to June 2024)
December 1, 2023
Please note: Timelines may be adjusted as information becomes available.

DATES	ACTIVITY	ACTION BY
Thurs., Nov. 23	Memo 10 - Sem. 2 Staffing Request Template distributed. (Due Dec 1)	SST
	Community Class Staffing projections for 2024-25 forwarded to SST by Student Services Coordinators.	Student Services Coordinators
Fri., Dec. 1	Sem. 2 Staffing Requests Template - to Michele by 4 pm.	Administrators
Tues., Dec. 5	Second semester staffing adjustments communicated, by end of day	SAC, SST
Thurs., Dec. 7	In consultation with ISC, new contract sections (for Semester 2) to be offered in seniority order to current part-time contract teachers within your school.	Administrators, ISC
Fri., Dec. 8	Remaining Semester 2 vacancies to Michele by 4:00 pm.	Administrators
Mon., Dec 11	**Semester 2 vacancies posted in Mid-Year Vacancy List #1. This posting closes at 4:00 pm on December 13.** Conversations will occur Dec 14 - 15; **by December 18 @ 4pm successful candidate notified** Please note: These vacancies **will not be** posted on ATE but will be sent to Administrators and Branch Presidents and posted on the BWW as per the transfer vacancy process. These vacancies will be available for part-time teachers in other schools only if their current Semester 2 assignment is less than the posted vacancy. Vacancies will be posted for 3 days, with the determination process taking 2 days subsequently. The receiving principal will select applicants for a conversation and accept transfers in accordance with the secondary Teacher Transfer Determination Process. For example: a part-time teacher currently assigned one section in Semester 2 may apply for transfer to vacancies of two or three sections. A part-time teacher currently assigned two sections in Semester 2 may only apply to a three-section vacancy. Teachers whose current assignment is in Semester 1 only may apply to any Semester 2 vacancy. Please note: Where a part-time teacher receives an increase in FTE assignment, **the teacher will be considered to have transferred to the second semester school for** the subsequent staffing cycle, subject to surplus determination, and will retain the new FTE status.	Administrators
By Wed., Dec. 20	In consultation with ISC, vacant contract sections (for Semester 2) resulting from transfers to be offered in seniority order to current part-time contract teachers within your school by 4 pm.	Administrators, ISC
Thurs., Dec. 21	Remaining Semester 2 vacancies to Michele by 4:00 pm.	Administrators
Mon., Jan. 8	**Semester 2 vacancies posted in Mid-Year Vacancy List #2. This posting closes at 11:30 pm on January 10.** Interviews will occur Jan 11 - 12; by **January 15 @ 4pm successful candidate notified. These vacancies will be posted on ATE.** Again, these vacancies will be available for part-time teachers in other schools	Administrators

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	only if their current Semester 2 assignment is less than the posted vacancy. All qualified Occasional Teachers may apply to vacancies on the Mid-Year Vacancy List #2. Only if there have been no part-time contract teacher applicants for a posted vacancy will OT applicants be considered. OT applicants will need to apply via ATE. The receiving principal will select applicants for a conversation and accept transfers in accordance with the secondary Teacher Transfer Determination Process. (For new hires refer to the Permanent Contract Hiring Toolkit.) Please note: Where a part-time teacher receives an increase in FTE assignment, **the teacher will be considered to have transferred to the second semester school for** the subsequent staffing cycle, subject to surplus determination, and will retain the new FTE status.	
Tues., Jan. 9, For Bill Crothers SS Only	Start date for BCSS LTO postings for Semester 2. Exceptions for earlier postings for 'hard to fill' areas can be made with Superintendent approval to apply to SAC.	Administrators
Tues., Jan. 16	In consultation with ISC, vacant contract sections (for Semester 2) resulting from transfers to be offered in seniority order to current part-time contract teachers within your school by 4 pm.	Administrators, ISC
Wed., Jan. 17	Remaining Semester 2 vacancies to Michele by noon.	Administrators, Michele
Thurs., Jan. 18	**Mid-Year Vacancy List #3** posted, for qualified OT applicants only. Semester 2 vacancies posted on ATE for Mid-Year Vacancy List #3. This posting closes at 11:30 pm on January 22. Interviews will occur Jan 23-25; by January 26 @ 4pm successful candidate notified. *Additional vacancy lists will be added as necessary.*	Administrators
	Start date for all schools LTO postings for Semester 2. Exceptions for earlier postings for 'hard to fill' areas may be made with Superintendent approval to apply to SAC.	Administrators
Wed., Jan. 31	2024-25 Staffing Cycle: Memo #1 distributed – includes: Staffing Process, Teacher Tracking Template, Teacher Transfer Process, Changing FTE percentage and Portable/Accommodation information	Administrators & ISC
Fri., Feb. 2	Administrators to notify Planning Services of accommodation concerns and potential portable requirements	Administrators & Planning
Wed., Feb. 7	Report POR vacancies to Michele by noon (any new ones that were not reported in November as per the previous timelines).	Administrators & Michele
Fri., Feb. 9	**POR List #1** posted 9:00 am and closes 4:00 pm on February 13. Interviews will occur February 14-21; **by February 22 at 4:00 pm successful candidate notified.**	Administrators & Michele
As of Thurs., Feb. 15	Regional positions are posted and filled when known.	Principals, SST & Recruitment
Fri., Feb. 23	Report POR vacancies to Michele by 4:00 pm	Administrators & Michele

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Mon., Feb. 26	**POR List #2** posted 9:00 am and closes 4:00 pm on February 28. Interviews will occur February 29-March 4; **by March 5 at 4:00 pm successful candidate notified.**	Administrators & Michele
By Fri., Mar. 1	Teachers wishing to change part-time status/increase their FTE, must notify principal in writing. (C.A.: L.D.5.3.1, L.D.5.4.1.) Administrators ensure that staff is aware of the March 1 deadline for written notification regarding change in FTE status or return from leave.

A teacher who has been granted a special leave which ends in August of any year shall notify the Board prior to March 1 of that year whether they intend to return to employment with the Board in the following September (C.A.: L.C.4.5).

This information is used during the staffing cycle for the following year, however, when additional contract vacancies arise outside the staffing cycle, Administration will offer to top up all qualified part-time teachers in seniority order, where possible. | Teachers |
Fri., Mar. 1	Seniority list sent by HRS and posted/made available to teachers by Administration in schools (C.A.: L.D.7.2.4.1).	HRS & Administrators
Wed., Mar. 6	Report POR vacancies to Michele by 4:00 pm	Administrators & Michele
Thurs., Mar. 7	**POR List #3** posted 9:00 am and closes 4:00 pm March 18. Interviews occur March 19-21; **by March 22@ 4:00 pm successful candidate notified**.	Administrators & Michele
Mon., Mar. 18	Memo #2 Staffing Requests for 2024-25 released. (Due Monday, March 25, 2024). Enrolment projections shared with schools by end of day.	SST, Planning, Administrators & ISC
Mon., Mar. 25 by end of day	Due date for Staffing Request/Projection Template for 2024-25: sent to Superintendents of Education/Assistants and Michele by 4:00 pm	Administrators & ISC
Mon., Mar. 25	Report POR vacancies to Michele by 4:00 pm	Administrators & Michele
Tues., Mar. 26	**POR List #4** posted 9:00 am and closes 4:00 pm March 28. Interviews occur April 2-4; **by April 5@ 4:00 pm successful candidate notified**. *(Please note: Interviews extended due to Diamond Days).*	Administrators & Michele
Mon., Apr. 8	Report POR vacancies to Michele by 4:00 pm	Administrators & Michele
Tues., Apr. 9	**POR List #5** posted 9:00 am and closes 4:00 pm April 11. Interviews occur April 12 - 16; **by April 17 @ 4:00 pm successful candidate notified**.
May be filled as Acting only if POR vacancy is on its 5th posting.	Administrators & Michele
Thurs., Apr. 18	Report POR vacancies to Michele by 4:00 pm	Administrators & Michele
Fri., Apr. 19	**POR List #6** posted 9:00 am and closes 4:00 pm April 23. Interviews occur April 24-27; **by April 29 @ 4:00 pm successful candidate notified**.
May be filled as Acting only if POR vacancy is on its 5th posting.	Administrators & Michele
Tues., Apr. 30	Report POR vacancies to Michele by 4:00 pm. **Moving forward only new PORs or PORs with no applicants are to now be posted.**	Administrators & Michele

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Wed., May 1	**POR List #7** posted 9:00 am and closes 4:00 pm May 6. Interviews occur May 7 - 9; **by May 10 @ 4:00 pm successful candidate notified***. (Dates extended due to Diamond Day)* May be filled as Acting if POR vacancy is on its 1st posting and there were no qualified applicants.	Administrators & Michele
Mon., May 13	Report POR Vacancies to Michele by 4:00 pm	Administrators & Michele
Tues., May 14	**POR List #8** posted 9:00 am and closes 4:00 pm May 16. Interviews occur May 17 – 22; **by May 23 @ 4:00 pm successful candidate notified**. May be filled as Acting if POR vacancy is on its 1st posting.	Administrators & Michele
Fri. May 24	Report POR Vacancies to Michele by 4:00 pm	Administrators & Michele
Mon., May 27	**POR List #9** posted 9:00 am and closes 4:00 pm May 29. Interviews occur May 30 – June 3; **by June 4 @ 4:00 pm successful candidate notified**. May be filled as Acting if POR vacancy is on its 1st posting.	Administrators & Michele
Tues., June 4	Principals shall make internal, interim (one year) appointments for any remaining POR vacancies. (i.e., fill any further POR vacancies by Interim assignment to a teacher within the building, not as transfer from another school.) C.A.: L.D.2.6.3	Administrators

Further timelines for the 2024-25 staffing cycle will be communicated as they become available.