

# PRIORITY OF EMPLOYMENT INFORMATION MEETING 2024-2025



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# If you are:

- a teacher with a **part-time contract who will be on the priority of employment list** this school year;
- a teacher **who is already on the priority of employment list**;
- or a teacher with a part-time contract who **will eventually be added to the priority of employment list...**

## then this presentation is for you!



## WHAT IS THE PRIORITY LIST & WHO HAS ACCESS?

The school board establishes a “**Priority of Employment List**” by teaching category, in order of seniority, for the purpose of granting **full-time** and **part-time** contracts in the youth sector.

The school board must refer to the priority list when offering new vacancies.

### Who can access the list?

A legally qualified teacher who:

- has been granted at least two (2) contracts in two (2) different school years each of a duration not less than 100 days in the last three (3) school years;
- has received at least two (2) satisfactory evaluations in two different school years.

**\* A non-evaluation during a contract will be considered a positive evaluation.**



## REVISED PRIORITY LIST OR DRAFT LIST

No later than June 1 of each year, the school board shall draw up the priority of employment list respecting the following provisions:

- For teachers already on the list, the school board shall **add the number of days taught or expected to be taught under a part-time contract** in the school board during the current school year;
- They will **add the name of the new teachers who have been granted at least two contracts of a minimum of 100 days** in two different school years within the last 3 years and have received two positive evaluations.

**\*This year the list will be updated by May 27 and teachers have until May 31 at noon to request changes or corrections.**



## PRIORITY LIST

Excluded from the priority list:

- A teacher who **has not been granted a contract during the last three years** or has not been available for work except for maternity, paternity, parental leave or disability.
- A teacher who has resigned during the course of an engagement.
- Failure to attend the priority meeting or send a proxy will result in being removed from the priority of employment list, except for reasons deemed valid by the school board and the union.
- A teacher who is employed full-time.
- A teacher who is not legally qualified.



## CATEGORIES ON THE PRIORITY LIST

There are currently 2 systems in place, with regards to categories under which a teacher's name is listed:

- **The “old system” is for teachers who accessed the priority list prior to 2020-2021:**

Teachers can have **up to 3 categories** beside their name:

- Brevet qualification.
- Categories in which they have 15 extra credits.

- **The “new system” is for teachers who accessed the priority list as of 2020-2021:**

Teachers who are added to the list will have **one category** beside their name.



## CATEGORIES FOR NEW TEACHERS ACCESSING THE LIST

**New teachers who are added to the list, may only have one category:**

- If both contracts were in different categories, if one was in their brevet, will be in the category of their brevet.
- If both contracts were in the same category, will be in that category.
- If both contracts were outside of their brevet, will be in the category of the longer contract.
- If both contracts were the same length, they will be in the category of the most recent contract.



## CHANGE IN “SYSTEM”

A teacher who was added to the priority of employment list prior to 2020-2021 and would like to be under the “new system” can make that request. **This change is permanent.**

Teachers in the new system can change their one category if:

- They get at least two (2) contracts in two different school years, each of a duration not less than 100 days in the last three (3) school years
- They have received at least two satisfactory evaluations in this new category.





## VERIFICATION OF THE DRAFT LIST

**By May 27**, the school board will update the draft priority of employment list and it will be posted on SSO.

Teachers are responsible for verifying that the information on the list is correct. Make sure that your name is on the list and review:

- The number of days you have worked,
- The recognized category/ies,
- Qualifications to teach in French.

*\*Time spent as a casual supply teacher shall not be counted. A contract is a minimum of 40 days.*

Teachers have **until May 31, 12:00 pm (noon)** to request any corrections in writing. Please send your request to Janette Coronado-Venegas in HR. We also suggest that you c.c. Erica Lamothe at PTU and your principal.

The official priority list for 2024-2025 will be posted on SSO **by June 14**.



# TEACHING IN FRENCH

The following categories are taught in French:

- Enseignement en support (prim. & sec.)
- Maternelle immersion
- Français langue seconde au primaire
- Français langue seconde au secondaire
- Science immersion au secondaire
- Science humaines immersion au secondaire

To apply on an E-1 post in these categories, teachers must have the French qualification (“oui”), meaning they have:

- graduated from a French university, **or**
- passed either the DALF or the CÉFRANC with a minimum grade of 60% in each section



# VACANCIES

By June 14, vacancies will be posted on SSO, and the placement meeting will take place on Zoom on June 27 and 28. Please note that modifications to the vacancies could happen up to the morning of June 27.

**FULL-TIME POST (E1):** An **E1** post is a full-time contract that leads to tenure after the teacher has completed 2 full years of continuous service.

**REPLACEMENT POST (E8):** An **E8** post is a replacement contract for a predetermined amount of time of at least 40 consecutive days. The name of the teacher you are replacing will be indicated on your contract.

**PART-TIME CONTRACT (E3) :** An **E3** post is post a part-time assignment which does not belong to another teacher. It is less than 100% workload.

Several part-time E3 contracts that equal 100% workload can become an E1 position **if they are listed as combinable.**



# PLACEMENT MEETING JUNE 27 AND 28, 2024

The placement meeting will be held on June 27 and 28th.

Teachers will be invited by order of seniority to make a choice from the vacancy list in one of their categories.

Only vacancies that say “combined” can be combined. If the combined posts are in different categories, the teacher must be deemed qualified by HR.

If there are no posts above 50% in their category, it is **not** considered a refusal. Teachers will be invited to chose based on qualifications at the beginning of the second round.

If there are vacancies above 50% in their category and a teacher does not choose a post, it is considered a "refusal". Teachers will still be permitted to chose a post based on their qualifications at the end of the second round.



# PLACEMENT MEETING - SECOND ROUND

At the end of the first placement meeting, once all categories have been exhausted, teachers will be able to bid on vacancies that are left or **are indicated as can be combined with a post they chose in round 1.**

Teachers will be invited by seniority to the second meeting in the following order:

1. Teachers who had no vacancies left over 50% in their category.
2. Teachers who want to add to a combinable post and didn't have the category but have qualifications or experience.
3. Teachers who used their right of refusal and want to bid on vacancy for which they do not have the category but have the experience or the qualification.

\*For all teachers on priority, any additional qualifications or experience will be in the database.



## RIGHT OF REFUSAL

- A teacher may use their right of refusal if none of the vacancies are suitable to them.
- They will not be taken off the priority list and may find a post on their own.
- The school board will not have any obligation to offer them any position during that school year.
- The teacher can be active on Scolago during that time.



# AFTER THE PLACEMENT MEETING

- If a teacher has not been granted a contract on June 28 because no job was available, HR will continue to meet its obligations and will contact the teachers by seniority to offer these vacancies as they arise.
- If a full-time (E-1) vacancy opens up after the June placement meeting, an e-mail will be sent offering the post to the most senior teachers in the category, and they will have 48 hours to respond. **No vacancies will be offered between July 15 and August 5. Please verify your emails after that date.**
- Until the first pupil day, if a 100% part-time contract becomes available, it will be offered to the most senior teacher who has received a contract less than 100% **and who has indicated wanting a 100% teaching position in the Google form.**
- Until the first pupil day, if any position less than 100% becomes available, it will be offered to all teachers in that category who have indicated that they wanted to be contacted.
- If an E1 post opens **after the first pupil day**, the teacher would stay in their present post but on paper their name will be in the E1 post. This applies only if the teacher's current workload is 100%.
- The E1 (full-time) vacancy to teach in French will be offered first to teachers who have the qualifications to teach in French ("oui"). If the list is exhausted, it can be offered to the teacher who is in that category but will be an E2 and the contract will end on June 30th, unless the teacher provides proof of French qualification before December 1.



# VARIA

- A school year has 200 days. This includes 181 days with the students plus 19 pedagogical days.
- Job description: descriptions are to give information about the post, but are not job requirements. For example, if a post says “STEAM school”, you will be trained if you are not familiar with the program.
- Salary during the summer: on the last pay of June this year, all the amounts due to you will be disbursed, regardless of whether you chose an E-1 at priority.
- Employment insurance benefits: The names of all the teachers who will be granted a contract will be sent to E.I. office.
- A teacher whose name is not on the priority list can be offered a vacancy only if the priority of employment list is exhausted.
- At the end of the staffing process, HR sends a list to principals of all the teachers who were granted contracts in the previous year.
- We also suggest that you contact principals and give your CV.





# VARIA

## Important dates

May 27: Updated priority list available on SSO

May 31: Last day to request corrections to the list **(by noon)**

June 14: Official priority list posted on SSO

June 14: List of vacancies available on SSO

June 27 and 28: Priority of employment placement meeting

**Thank you!**

\*This presentation will be available on PTU's website as of tomorrow.

