



Priority of Employment

Information Session for LBPSB Teachers

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What is the Priority of Employment?

Definition:

- The Priority of Employment (POE) list is a structured list that ranks teachers based on seniority, qualifications, and experience. It is used to determine the order of contract assignment during staffing sessions.

Purpose:

- Ensures fair and transparent hiring practices based on seniority and qualifications.
- Protects teachers' rights to secure employment before new hires.

Who is included?

- Teachers who meet the eligibility criteria

How Do You Get Added to the Priority of Employment List?

You are legally qualified.

The school board shall add to the Priority of Employment List the name of the teacher who has been granted contracts with the following provisions:

- At least 2 contracts in 2 different school years each of a duration no less than or equivalent to 100 days per year;
- During the last 3 school years - including contracts within the same school for a given school year which were combined to create at least 100 days;
- Has received at least 2 satisfactory evaluations in these contracts in two different school years.

You will be placed in one category based on a qualification identified on your Brevet.

A non-evaluation during a contract will be considered a satisfactory evaluation.

Why Would You Be Removed from the Priority of Employment List?

You have not been granted a contract during or been available for work during the last 3 years except for:

- maternity, paternity, or parental leave covered by the Act Respecting Labour Standards (CQLR c. N-1.1)
- a disability within the meaning of the agreement
- a full-time position with the local union or QPAT

Resignation:

- You have resigned during a contract
- ***Resignation is from the school board, not a contract.

You did not:

- attend or send a proxy to the Priority of Employment Placement Meeting
- indicate on the form that they are unavailable for the next school year.

Information about the Priority of Employment Session

- **Date:** June 29
- **Location:** Held on TEAMS platform.
- **People will select in order of seniority. You must be ready during your turn**
- Teachers must **confirm attendance** or indicate if they are sending a **proxy** by completing the form on SharePoint (Access through SSO).



What Are the Rules About Selecting Contracts at the Priority Sessions?

Order of Selection:

- Select a post in order of seniority unless no posts of at least 50% are available in their category.

Teachers may select a post according to one of the following criteria:

- category listed on the Priority of Employment List;
- Employment history with LBPSB within the category
 - Full-time (E1 or E2) position --> equivalent of 200 contractual days within 5 years
 - Part-time (E3) or replacement position (E8) --> equivalent of 100 contractual days within 5 years

Combinable Contracts:

- Teachers may select combinable posts, to which they are eligible, at the same time.

Right of Refusal:

- A teacher can refuse a post of 50% or more without being removed from the Priority of Employment List by using their right of refusal.
- The school board will then not have the obligation to offer the teacher any posts during the school year.

Note on French Qualification

Teachers without the school board's required French qualification may still select and be granted full-time positions in a category where the language of instruction is French.

Teacher will maintain their full-time status for the duration of their tenure-track.

Should the teacher not provide proof of the required French qualification, they shall be nonreengaged and their name shall be added to the Priority of Employment List.

If nonreengaged, such a teacher will no longer be eligible to select contracts in a category where the language of instruction is French unless they later obtain their French qualification.

To obtain the French Qualification you must have one of the following:

- Graduated from a French university
- Passed either the DALF, SEL or the CÉFRANC with a minimum grade of 60% in each section

What if I think there is an error on the draft list?

- **By May 22**, the school board will update the draft priority of employment list and it will be posted on SharePoint (access through 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 20 days.*
- Teachers have **until May 29, end of day** to request any corrections using the Form posted on SharePoint (Access through SSO). Only form submissions will be considered.
 - Link to Form: [2026-2027 Priority List Corrections / Corrections de la liste de priorité](#)
- The official priority list will be posted on SharePoint (Access through SSO) **by June 18**.

What Can I Change My Category To?

- Category based on a qualification identified on your brevet
- Category matching 2 contracts within the school board of a minimum of 100 hundred days, in 2 different school years within the last 3 years and have received two satisfactory evaluations
- Category based on the completion of an undergraduate or graduate degree where the major of the degree aligns with a current category. The specified level (elementary or secondary) must correspond to the qualification level indicated on their brevet (attach relevant documentation).
- * Submit using the appropriate form.
 - Link: [2026-2027 Priority List Corrections / Corrections de la liste de priorité](#)
 - Deadline: **May 29th, end of day.**

What are the types of contracts



Full-Time Contracts (E1):

Full-time contract that leads to tenure after the teacher has completed 2 full years of continuous service.



Full-Time Contracts (E2):

Contracts that are full time with special status outlined in Appendix XLVII (47) in the Provincial Entente.

100% contracts which are typically a combination of smaller contracts or a replacement contract.



Replacement Contracts (E8):

E8 post is a replacement contract.

The teacher you are replacing will be indicated on your contract.

Teacher is responsible to remain in replacement role until June 30 or the return of the individual.



Part-Time Contract (E3):

Part-time assignment which does not belong to another teacher. It is greater than 33% and less than 100%.



Combinable Contracts:

To be combined, contracts must be listed as combinable.

A teacher may not combine contracts to exceed 100%.

Combined E3 contracts equaling 100% will be converted into an E1

Contracts will Include

The name of the school

The category

The provisional grade level or cycle and subject(s)

The beginning and ending dates of the contract, where known

Particular requirements

- Information about the program (ex: string orchestra, outdoor education)
- Interview
 - Posts for Closed Classrooms
 - Posts under Horizon Umbrella

Other



School Year

A school year has 200 days. This includes 180 days with the students plus 20 pedagogical days.



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 E1 or E2 at priority.



Employment insurance benefits:

The names of all the teachers who will be granted a contract will be sent to EI office.



Contracts:

Any contracts that are remaining at the end of the priority of employment session may be offered to qualified teachers.

Any new contracts which become available following the priority of employment session will be offered as outlined in the local agreement.



Post Priority:

We also suggest that you email principals your CV.

Important!

You must confirm your attendance, unavailability, or sending of a proxy by Form prior to the meeting.

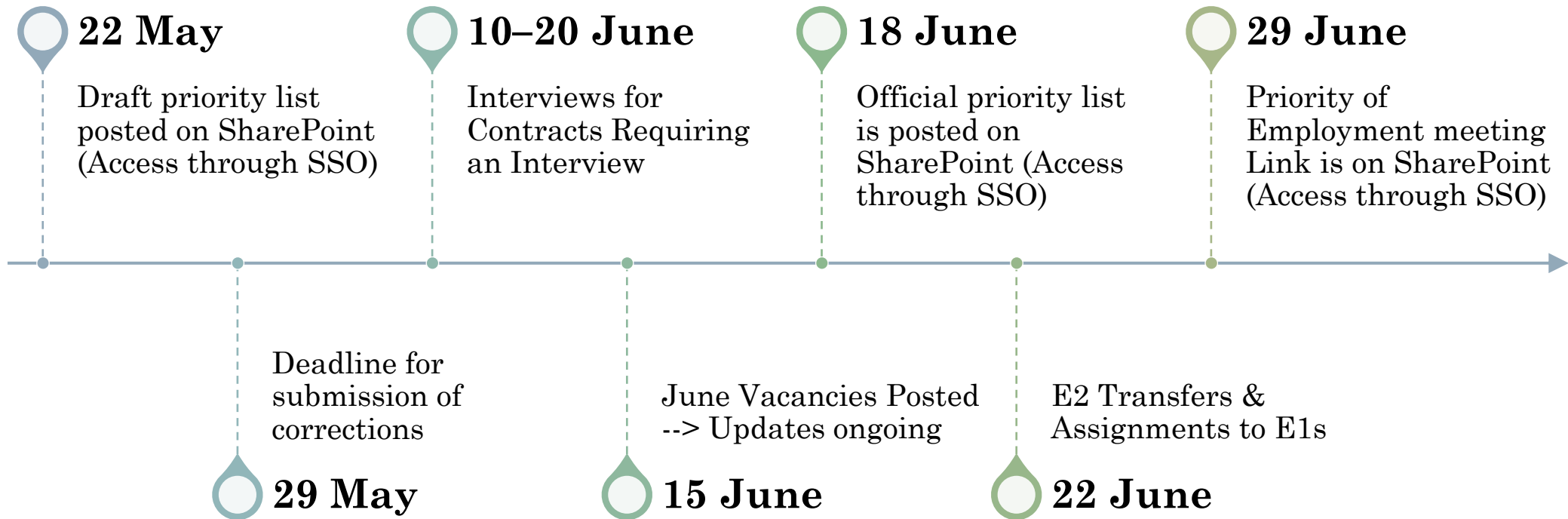
Failure will result in removal from the priority list.

Make sure you are available when it is your turn.

Please have your selection ready including the post number. You should follow along on the live feed in SharePoint (access through SSO).

We cannot answer questions during the meeting.

Key Dates



Questions?

