

Draft Timeline for 2012 Spring

Subject to change and/or revision by the VBE/VTF Layoff Committee

By February 10	HR sends information to Principals/VicePrincipals regarding completion of enrolment projections
By February 10	Process and time deadlines for changes in assignment will be provided in writing to SLPs
March 02 - before 12:00 noon	First deadline for Elementary and Secondary enrolment projections to HR
March 15	Deadline for employees who commit to a transfer (vacate card) is extended to May 17 (before 4:30 p.m.) as per Board and Union agreement
March 31 - before 4:30 p.m.	Teachers returning from leave must notify HR, in writing, of intent to return to work for 2012 September
March 31 - before 4:30 p.m.	<ul style="list-style-type: none"> · Part-time teachers wishing to increase their FTE at their current school must notify their principal using <i>Increase In Teaching Time</i> form for desired FTE for 2012 September; copy of form (with both teacher and administrator signatures) must be received in HR before 4:30 p.m. on March 31 · Important Note! If there are layoffs, employees will not be allowed to increase their teaching time in the district as per Article C.20.3.c.
March 31 - before 4:30 p.m.	Deadline for applications for leave of one year or longer beginning 2012 September
April 04 - before 12:00 noon	Deadline to submit postings to HR for Department Head (April 10- 16) Continuing positions (Secondary only)
April 10 - 16	Department Head Continuing postings (Secondary) only
April 20 - before 12:00 noon	Second and final deadline for Elementary and Secondary enrolment projections to HR
Beginning April 17 - 20	Interviews and offers for Department Head continuing postings only
April 30	Deadline for SLPs to inform Supervisor re: Alteration of Assignment
May 04 - 9:30 - 11:30 a.m.	HR Staffing Meeting with Principals and Vice-Principals; staffing entitlements provided to Principals/VicePrincipals
By May 04 - before 12:00 noon	If layoffs are required, employees informed in writing of layoff notice
May 04	Rescindment process begins (if required)
By May 14 - before 4:30 p.m.	Employees informed in writing of transfer because of surplus staffing; Copies of surplus letters must be submitted to HR
May 14 - before 4:30 p.m.	<ul style="list-style-type: none"> · ELEMENTARY School organizations are fixed and cannot be changed · The assigned positions for employees who submit vacate cards, or who post

	out of their position, or who retire/resign past May 17 must be posted as vacated
May 16 before 4:30 p.m.	<ul style="list-style-type: none"> · SECONDARY School organizations are fixed and cannot be changed · The assigned positions for employees who submit vacate cards, or who post out of their position, or who retire/resign past May 17 must be posted as vacated
May 15 - Elementary May 17 - Secondary - before 4:30 p.m.	<ul style="list-style-type: none"> · Deadline for vacate cards to HR
May 16 - before 12:00 noon	Deadline to submit postings to HR for STP Posting Period 1 (May 23- 29): French Immersion continuing and temporary positions (elementary, secondary and district) ... includes postings for Teacher Consultant and Mentor positions
May 23 - 29	STP Posting Period 1: French Immersion continuing and temporary positions (elementary, secondary and district) and Teacher Consultant and Mentor positions
May 23 - before 12:00 noon	Deadline to submit postings to HR for STP Posting Period 2 (May 29- June 04): Continuing positions (elementary, secondary and district)
May 24 - Only THUR drop off, all other drop off on WEDNESDAYS	Drop-Off for Posting Period 1 Applications: <ul style="list-style-type: none"> · VBE Education Centre in the Cafeteria: Drop-Off open from 4:00 - 7:00 p.m. · VTF: Drop-Off open from 7:30 a.m. - 6:00 p.m.
May 29 - June 04	STP Posting Period 2: Continuing positions (elementary, secondary and district)
Beginning May 30	For STP Posting Period 1: <ul style="list-style-type: none"> · Interviews and offers for STP <u>continuing positions</u> only · Interviews and offers for Teacher Consultant and Mentor positions only · Interviews and offers for temporary positions may only proceed upon approval from HR
May 30	Drop-Off for Posting Period 2 Applications: <ul style="list-style-type: none"> · VBE Education Centre in the Cafeteria: Drop-Off open from 4:00 - 7:00 p.m. · VTF: Drop-Off open from 7:30 a.m. - 6:00 p.m.
May 31 - before 4:30 p.m.	Deadline for ERIP applications
May 31 - before 4:30 p.m.	Deadline for applications for leave for teachers' association duties beginning 2012 September
Beginning June 05	For STP Posting Period 2: <ul style="list-style-type: none"> · Interviews and offers for STP <u>continuing positions</u> only · No temporary positions are included in this posting period
June 06 - before 12:00 noon	Deadline to submit postings to HR for STP Posting Period 3 (June 12- 18): Continuing positions (elementary, secondary and district)

June 12 - 18	STP Posting Period 3: Continuing positions (elementary, secondary and district)
June 13 - before 12:00 noon	Deadline to submit postings to HR for STP Posting Period 4 (June 19- 25): Continuing and Temporary positions (elementary, secondary and district)
June 13	Drop-Off for Posting Period 3 Applications <ul style="list-style-type: none"> · VBE Education Centre in the Cafeteria: DropOff open from 4:00 - 7:00 p.m. · VTF: Drop-Off open from 7:30 a.m.- 6:00 p.m.
Beginning June 19	For STP Posting Period 3 <ul style="list-style-type: none"> · Interviews and offers for STP <u>continuing positions</u> only · No temporary positions are included in this posting period
June 19 - 25	STP Posting Period 4: Continuing positions and Temporary Positions (elementary, secondary and district)
June 20	Drop-Off for Posting Period 4 Applications <ul style="list-style-type: none"> · VBE Education Centre in the Cafeteria: DropOff open from 4:00 - 7:00 p.m. · VTF: Drop-Off open from 7:30 a.m.- 6:00 p.m.
June 26	HR may begin placement of all unassigned continuing contract employees (unassigned Priority Group/Category T employees)
Beginning June 26	For STP Posting Period 4 <ul style="list-style-type: none"> · Interviews and offers for STP <u>continuing positions</u> only · Interviews and offers for temporary positions may only proceed upon approval from HR
By June 29	All SLP assignments for 2012-2013 finalized; All SLPs informed of assignments
June 29 - before 4:30 p.m.	Last day for rescindment of layoff notices (if required)
July 01	Recall process begins (if required)
July 06 - before 12:00 noon	Deadline for SPP Postings to HR
July 13	All STP CONTINUING postings to be filled by this date. <u>All successful candidate forms in HR.</u> Deadline for HR Placements.
August 14 - 20	SPP positions posted
August 22 - 24	SPP applications available for pickup by Principals/Vice-Principals in HR
Beginning August 21	For SPP Postings <ul style="list-style-type: none"> · Interviews and offers for SPP <u>continuing positions</u> only · Interviews and offers for temporary positions may only proceed upon approval from HR
August 29	Deadline to submit postings to HR for 20122013 Posting Period 1

- before 12:00 noon	
September 04 - 10	2012-2013 Posting Period 1