



Joint Memo

April 2025

OECTA Bruce Grey Elementary Transfer Procedures (Internal and Cross-Panel)

INTERNAL TRANSFERS

The Elementary Unit of OECTA and the BGCDSB wish to remind members that we recently ratified a new Collective Agreement. As part of the new agreement, the internal transfer process (ie. between elementary schools) was added as Article 12 of Part B.

12:03 Transfers Internal to the Bargaining Unit

a) The Bargaining Unit and any Teacher declared surplus pursuant to Article 11 of Part B of the collective agreement shall be notified of such prior to the commencement of internal transfer Round 1. For clarity, this includes Teachers hired into applicable permanent positions after the conclusion of Round 2 of the previous year.

b) Prior to posting vacancies for hiring in June of each year, there shall occur two (2) successive Rounds of transfers internal to the Bargaining Unit. In each round:

- i) The Board shall post all known vacancies in the Elementary Bargaining Unit (excluding Positions of Responsibility) internally for the consideration of all Bargaining Unit members for three (3) working days. Interested members must apply to postings by 4 p.m. on the third working day following the posting date.*
- ii) Members may apply to all postings for which they hold the required qualifications.*
- iii) For each vacancy, the Board shall transfer the most senior applicant (as per Part B, Article 8 of this collective agreement) who holds the required qualifications, to take effect September 1 of the next school year.*

c) The Board shall provide to the Association the names of all applicants to each vacancy and the name of the applicant transferred.

d) Successful applicants in Round 1 will not be eligible for transfer opportunities in Round 2 of the same year.

e) The parties shall meet annually, prior to December 31st, with a view to set the dates for each transfer round and consult on any concerns arising from the previous year.

f) A joint implementation guide outlining staffing practices, as mutually agreed in relation to this article, shall be reviewed annually and updated as needed.

Members need to know:

- Transfer vacancies will be posted on ATE/Simplication. You must be logged in on your board employee account to view these postings.
- No resume or cover letter will be considered. Do not submit these documents in your application.
- The most senior qualified applicant to each transfer vacancy will be placed. Since this process effectively allows teachers to place themselves in available vacancies according to seniority, you should only apply to postings for which you have a genuine interest because you are committing to a transfer.
- A successful applicant to a transfer in Round One will not be eligible for any subsequent internal transfer postings in Round Two.

**For spring staffing 2025, Round One will occur in the 3rd full week in April.
Round Two will occur in the 1st week in May.**

FAQs about Internal Transfers:

Q: Can I apply to more than one posting in any round?

A: Yes. Apply for all postings for which you are committing to transfer to.

Q: Can I apply to postings in both Round One and Two?

A: Yes, however if you are granted a transfer in Round One you will not be eligible to transfer in Round Two.

Q: What happens if a Coach, Consultant or Area Chair position becomes vacant or is newly created?

A: All permanent teachers may apply to a Position of Responsibility at any time and will be subject to an interview. This process remains the same as before. Typically, Positions of Responsibility will be posted and filled prior to the internal transfer rounds, as part of the regular spring staffing process.

Q: What happens to teachers who are hoping to move from part time to full time work?

A: You must notify the Board in writing by February 28th that you are looking to increase your work. Any teacher who is currently part time can apply in Round One or Round Two to any position. In addition, the Board must offer you any other opportunity that arises before hiring new permanent teachers.

CROSS-PANEL TRANSFERS

As part of the new collective agreement, a cross-panel transfer process (ie. elementary to secondary, or secondary to elementary) was added as Letter of Understanding #14 of Part B.

LOU 14 CROSS PANEL TRANSFERS

Following 2 rounds of transfers internal to the Bargaining Unit, cross-panel transfers between the Elementary and Secondary panels will be facilitated and can occur. This can occur only after internal redundancy, surplus and transfer procedures have taken place, and once all requests for increases of employment by current Bargaining Unit members pursuant to Article 22.2 Part A have been met.

14:01 In June, following the conclusion of internal transfer Round 2, the Board shall post all permanent vacancies in the Secondary Bargaining Unit (excluding Positions of Responsibility) for the consideration of qualified members of the Elementary Bargaining Unit, and vice versa.

14:02 Qualified Elementary Bargaining Unit members may express interest in these vacancies by submitting their name to the Job Posting(s) for consideration.

14.03 The Board may consider a cross-panel transfer for qualified permanent Teacher applicants to any posting at this time. The Board may hold a selection meeting to discuss the position and its requirements with an applicant as part of the selection process.

14.04 The Board shall have discretion as to whether to affect any cross panel transfer.

*14.05 Notwithstanding Article 8:03 in Part B of this collective agreement, a Permanent Teacher who is transferred between Bargaining Units through this process **shall receive a new seniority date** in the Secondary Bargaining Unit. However, should a Teacher return back, through transfer or surplus/redundancy, to the Elementary Bargaining Unit, then their previous Elementary seniority date shall apply for their placement on the Elementary Seniority List.*

Permanent Job Postings following Internal Transfer Rounds:

Following two rounds of internal transfers there will be further job postings to fill vacancies that may occur. These jobs will be posted on Apply to Ed/Simplification, following the rules set out in **Part A, Article 17** of the Collective Agreement.

Members may express interest in a transfer between permanent teacher bargaining units ("cross-panel") by applying to these vacancies.

**For spring staffing 2025, Cross-Panel opportunities will be posted late May,
and ongoing as required**

How to Apply for Consideration for a Cross Panel Transfer:

Transfer vacancies will be posted on ATE/Simplification. You must be logged in on your board employee account to view these postings and apply. No resume or cover letter will be considered. Do not submit these documents in your application.

Prior to filling the vacancy through the hiring process (Article 17, Part A), the board may consider effecting a cross-panel transfer of a permanent teacher who expressed interest by submitting their name to the posting.

The permanent teacher must hold the required qualifications at the time of application. There is no interview, however the board will hold an introduction meeting with the applicant and the principal to discuss the position and its requirements.

The Board shall have discretion about whether to affect any Cross Panel Transfer.

FAQs about Cross-Panel Transfers:

What is an “S-posting”?

An S-posting is a permanent vacancy that has not appeared in the internal transfer process for the consideration of teachers in that bargaining unit. This normally occurs for any permanent job posting from June 1st and throughout the school year. An s-posting might appear on ATE like this:

2026-157(S): Probationary Intermediate English Teacher

What do I need to know if I am transferred into an S-posting?

In the following spring, prior to the start of Round One, you will be automatically declared surplus to the school and the position will be made available in Round One for the consideration of the Bargaining Unit members for an internal transfer (example: from SHHS to SMHS). You would need to apply into this posting. You may also apply for any other vacancy in Round One or Two. In the internal transfer process, the most senior qualified applicant will be placed.

“Automatically declared surplus” sounds horrible! What does that mean?

You are still a permanent teacher in the bargaining unit and are eligible for any internal vacancies for which you hold the required qualifications. If you are not placed in any vacancy in Round One or Two, you retain rights to placement or recall at your school or another school in the panel in accordance with the regular surplus and redundancy articles of the collective agreement.

What happens to my seniority if I transfer to the other panel?

You will receive a new seniority date in your new permanent teacher bargaining unit. Your previous seniority date will be maintained in the other panel for the purpose of surplus and redundancy procedures.

I am a permanent teacher in the Bargaining Unit. Why can't I transfer into one of these vacancies?

The job isn't available to you at this time because the internal transfer process has ended. If the vacancy appeared in internal transfer Round One or Two, the opportunity to transfer into it has already passed.

If the vacancy appears as an S-posting, it will be available to permanent members of the bargaining unit for internal transfer in Round One of the next school year.