



## **2023/2024 Staffing Process Educational Assistants**

Please note that the Staffing Process for current permanent Educational Assistants interested in moving schools for the upcoming school year begins in May, 2023 with the distribution of the timelines and instructions. The Staffing Process also applies to part-time Educational Assistants looking for an increase for the new school year, and Educational Assistants who are seeking a change in classification or a decrease in FTE.

When vacancies are posted, you will be given the opportunity to apply for any vacancy that you are interested in. If you apply for a vacancy in any of the rounds and are successful in obtaining the position, you will be emailed your new permanent placement. You do not have the option to decline the transfer and are not eligible to apply for jobs in any subsequent rounds.

### **Round 1**

Round 1 will be for EA's declared surplus in the spring of 2023 or reassigned during the current school year. Eligible EA's will be notified by direct email to their OCSB account of any vacancies. No changes in FTE are permitted in this round. Placement is based solely on seniority.

### **Round 2:**

Round 2 will be posted on the OCSB's [internal career](#) page. Please sign up there to receive the notification when the round is open. This round is open to all permanent EA's, including any surplus or reassigned EA's not placed in round 1, and DE staff members that would like to move to an EA role. Changes in FTE are not permitted in this round. Each employee may select up to 10 available assignments.

### **Round 3**

Round 3 will be posted on the OCSB's [internal career](#) page. Please sign up there to receive the notification when the round is open. This round is open to any remaining EA's from previous rounds and changes in FTE. Interested individuals may select up to 10 available assignments.

### **Round 4**

Round 4 will be the placement of any remaining permanent EA's (by seniority and FTE).

### **Round 5**

Round 5 will be open to all existing casual EA's.

### **Retirement/Resignation**

If you have decided to resign or retire before September 2023, please consider completing the Resignation or Retirement Letter on the [Forms Portal](#) prior to the start of the staffing process. In some cases, knowing of a retirement on staff means that another staff member does not need to be declared surplus. Your official retirement date can be stated in the letter. It is recommended that anyone considering retiring consult with the [Pension Administrator](#) prior to submitting a letter of retirement.

## **Surplus Employees**

Where there is a reduction in the total Educational Assistant positions in a school, Educational Assistants will be declared surplus, subject to special qualifications (eg. Braille, ASL), based on their FTE status and seniority date. An Educational Assistant declared surplus to a school must participate in the staffing process. The immediate supervisor and employee shall be notified by HR prior to May 31st. An Educational Assistant declared surplus to a school has the right of first refusal for any position at their originating school until September 30 providing he/she has the qualifications for the position.

Please refer to the [Transfer Process Timelines](#) for a list of important dates.

\*\*\*\*PLEASE ENSURE YOU CHECK THE CUPE 2357 WEBSITE TO FAMILIARIZE YOURSELF WITH THE  
EA STAFFING PROCESS FOR 2023\*\*\*\*