

New Dates effective May 3, 2023

EDUCATIONAL ASSISTANTS

2023 - 2024 Staffing Process Timelines - Dates Subject to Change

New Schools Only

May 5 - May 9	Expression of Interest is sent to those staff members affected by the opening of the new schools and
May 8 & May 9	Interviews will be held at the impacted schools.
May 10	Staff members selected for the new schools will be notified by board email with a copy to CUPE.

2023 - 2024 Staffing Process Timelines (All Schools)

May 11	Principals are notified by HR of their EA allocation for the new school year and are provided with the names of any surplus EAs.
May 15 & May 16	Principals will personally inform EAs of their surplus status.
May 16	At the end of the day, HR will follow up with an email to surplus EAs, with a copy to the school Principal and CUPE.
May 17 - May 23	Round 1 Round 1 will be for EA's declared surplus in the spring or reassigned during the school year. 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. EA's successful in being transferred, must accept the transfer and cannot participate in any subsequent rounds. This round will close at 9:00 am on May 23.
May 23 - May 24	HR will notify those placed in Round 1 by board email.

****Note: If placed in Round 1, you are not eligible to participate in any other rounds. ****

May 25 HR reviews the vacancies and prepares for Round 2.

May 26 - May 30

Round 2

Round 2 opens and will be posted on the OCSB's internal career page. This round is open to all 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. EA's successful in being transferred, must accept the transfer and cannot participate in any subsequent rounds. **This round will close at 9:00 am on May 30.**

May 30 - May 31

HR will notify those placed in Round 2 by board email.

****Note: If placed in Round 2, you are not eligible to participate in any other rounds. ****

June 1 & June 2

HR reviews the vacancies and prepares for Round 3.

June 5 - June 8

Round 3

Round 3 opens and will be posted on the OCSB's internal career page. This round includes any remaining EA's from previous rounds and changes in FTE. Interested individuals may select up to 10 available assignments. EA's successful in being transferred, must accept the transfer and cannot participate in any subsequent rounds. **This round will close at 9:00 am on June 8.**

June 8 - June 12

HR will notify those placed in Round 3 by board email.

****Note: If placed in Round 3, you are not eligible to participate in any other rounds. ****

June 13 & June 14

HR reviews the vacancies and prepares for Round 4.

June 15 - June 19

Round 4

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

June 20 - June 22

HR will notify those placed in Round 4 by board email.



***FTE = Full time equivalent (ie 1.0 FTE = full time hours, 0.50 FTE is half time)**

******PLEASE ENSURE YOU CHECK ON YOUR CUPE 2357 WEBSITE TO FAMILIARIZE YOURSELF WITH THE STAFFING PROCESS FOR 2023.******

Note: All dates are subject to change