



## **2023/2024 Staffing Process for Registered Early Childhood Educators in the Kindergarten Program**

Please note that the Staffing Process for current permanent Registered Early Childhood Educators in the Kindergarten Program, interested in moving schools for the upcoming school year, begins on April 3, 2023 with the distribution of the timelines and instructions.

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 RECEs declared surplus in the spring of 2023 or reassigned during the 2022/2023 school year. Eligible RECE's will be notified by direct email to their OCSB account of any vacancies.

### **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 includes all permanent RECE's, including any surplus or reassigned RECE's not placed in round 1. Each employee may select up to 10 available assignments.

### **Round 3**

Round 3 will be the placement of any remaining permanent RECE's.

### **Round 4**

Round 4 will be open to all existing casual ECE's and permanent EDP Supervisors.

### **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 Early Childhood Educator positions in a school, Early Childhood Educators will be declared surplus, subject to their seniority date. The employee shall be notified by their immediate supervisor prior to May 31st. An Early Childhood Educator declared surplus to a school has the right of first refusal for any position at their originating school until September 30.

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 ECE STAFFING PROCESS FOR 2023\*\*\*\*