

New Dates effective April 10, 2024

EDUCATIONAL ASSISTANTS

2024 - 2025 Staffing Process Timelines - Dates Subject to Change

New Schools Only

May 3	Transfer form sent to EA's
May 6	Responses due
May 7 & May 8	Interviews will be held at the impacted schools.
May 9	Last day for New School Principal to send recommendations to HR
May 10	Staff members selected for the new schools will be notified by board email with a copy to CUPE

2024 - 2025 Staffing Process Timelines (All Schools)

May 13	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 22	<p>Round 1</p> <p>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 22.</p>
May 22 - May 23	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 24	HR reviews the vacancies and prepares for Round 2.
--------	--

May 27 - May 31 **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 31.**

June 3 - June 4 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 5 HR reviews the vacancies and prepares for Round 3.

June 6 - June 11 **Round 3**
Round 3 opens and will be posted on the OCSB's internal career page. This round includes any remaining surplus EA's from Round 1 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 Tuesday June 11.**

June 12 - June 13 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 14 & June 17 HR reviews the vacancies and prepares for Round 4.

June 17 - June 21 **Round 4**
Round 4 opens and will be the placement of any remaining surplus EA's (by seniority and FTE) and the transfer must be accepted. This round will close at 9:00am on Monday June 21

June 24 HR will notify those placed in Round 4 by board email.

June 25 **Round 5**
All remaining positions are posted for existing casuals EA's

***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 2024.******

***Note:** All dates are subject to change*