

*New Dates effective April 10, 2024*

**EARLY CHILDHOOD EDUCATORS (KINDERGARTEN PROGRAM)**

**2024 - 2025 Staffing Process Timelines - Dates Subject to Change**

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**New Schools Only**

May 3	Transfer form sent to ECE'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

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**2024 - 2025 Staffing Process Timelines (All Schools)**

May 13	Principals are notified by HR of their RECE allocation for the new school year and are provided with the names of any surplus RECEs.
May 15 & May 16	Principals will personally inform RECEs of their surplus status.
May 16	At the end of the day, HR will follow up with an email to surplus RECEs, with a copy to the school Principal and CUPE.
May 17 - May 22	<b>Round 1</b> Round 1 opens and will be for RECEs declared surplus in the spring or reassigned during the school year. RECE's will be notified by direct email to their OCSB account of any vacancies. Placement is based solely on Seniority. RECE's successful in being transferred, must accept the transfer and cannot participate in any subsequent rounds. <b>This round will close at 9:00 am on May 22.</b>
May 22 - May 23	HR will notify those placed in Round 1 by email.

**\*\*Note: If placed in Round 1, you are not eligible to participate in Round 2. \*\***

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 includes all eligible RECE's, including any surplus or reassigned RECE's not placed in round 1. Each employee may select up to 10 available assignments. RECE'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 Monday May 31**

June 3 - June 4 HR will notify those placed in Round 2 by email.

**\*\*Note: If placed in Round 2, you are not eligible to participate in Round 3. \*\***

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

June 6 - June 11 **Round 3**

Round 3 opens and will be the placement of any remaining surplus RECE's, by seniority, and the transfer must be accepted.

June 12 - June 13 HR will notify those placed in Round 3 by 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 open to all existing casual RECE's and permanent EDP Supervisors

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

\*\*\*\*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*