



2024/2025 Staffing Process for Permanent EDP Supervisors

Please note that the Staffing Process for current permanent EDP Supervisors, interested in moving schools for the upcoming school year, begins in April 2024 with the distribution of the timelines and instructions (**dates are subject to change**).

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 EDP Supervisors declared surplus in the spring of 2024 or reassigned during the 2023/2024 school year. Eligible EDP Supervisors 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 EDP Supervisors, including any surplus or reassigned EDP Supervisors 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 surplus EDP Supervisors.

Round 4

Round 4 will be open to all external candidates including casual EDP staff members, Term EDP employees and classroom ECE staff not placed in previous rounds.

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 EDP Supervisor positions in a school, EDP Supervisors will be declared surplus, subject to their seniority date. The employee shall be notified by their immediate supervisor prior to May 31st. An EDP Supervisor declared surplus to a school has the right of first refusal for any permanent EDP Supervisor 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 EDP STAFFING PROCESS FOR 2024****