

OSSTF Limestone District 27

735C Arlington Park Place, Kingston, Ontario K7M 8M8
Tel: 613-546-6985 Fax: 613-545-1295 Email: officer@kingston.net



MEMORANDUM

To: All Teacher Bargaining Unit Members
From: Teresa Marrello, District Officer
Re: Voluntary Transfer/Exchange/School Consolidation Process
Date: February 1, 2012

The following is an outline of the process that will be followed for Voluntary Transfers/Exchange/School Consolidation during this upcoming staffing round. For a detailed description of the process, see Article 20.7 of the Collective Agreement.

1. You may apply for a Voluntary Transfer or Exchange by filling out the application form which is available from our District Website, osstf27.ca, or from your Branch President. The completed application form must be submitted to the District Officer by **3:00 pm on April 10, 2012**. You may use the Board courier, forward it by mail or FAX it **to the District Office**.
2. The Voluntary Transfer/Exchange List is compiled in order of descending seniority by the District Officer and is kept **confidential to OSSTF** until the appropriate time in the staffing process.
3.
 - a) During the staffing process, after Principals have submitted their Final School Plan and declared the vacancies at their schools, the Voluntary/Transfer List is given to the Staffing Committee.
 - b) Teachers are placed in vacant positions based on seniority, qualifications, choice of schools, and preferred teaching assignment.
 - c) Vacancies may arise later in the staffing process due to new information, such as retirements, and the resulting reorganization of assignments. If a placement is not made from the Voluntary/Exchange List at the initial phase of the staffing process, it may occur later as such vacancies arise.
 - d) The Voluntary/Exchange List is maintained throughout the school year for Transfers in Second Semester (for those who have so requested). In order to be available for a transfer in the Second Semester, you **must** indicate your willingness to be considered for both full year and single semester transfers. Doing so will increase your opportunity to secure **both** a full year and a single semester transfer. However, it could also mean that you could be split between two schools in a year by semester.
 - e) Teachers may withdraw from the list at any time, **prior to transfer**, through written notification to the District Officer. Teachers wishing to remain on the list for the subsequent staffing year must reapply.
4. Exchanges may be for a stated period of time—one semester, one year, but not more than two years.

The deadline for applications for Voluntary Transfers and Exchanges is April 10, 2012 at 3:00 pm at the District Office

APPLICATION FOR VOLUNTARY TRANSFER/EXCHANGE for the 2012—2013 School Year

Name: Email:	Seniority Rank (according to 2012 Seniority List):
Present School(s) Semester I:	Present School(s) Semester II:
Teaching Qualifications: (Please list in order of preference. List additional qualifications on the back. If you wish, you may just list those qualifications you wish to teach at the transfer location. This may limit your ability to secure a transfer.) 1. _____ 2. _____ 3. _____ 4. _____ 5. _____	Request Transfer/Exchange/Consolidation Location(s): (Please list in order of preference. List additional locations on the back.) 1. _____ 2. _____ 3. _____ 4. _____ 5. _____

Would you like a Transfer? YES NO

If you have requested a Full Transfer and it is not available for the next year, would you accept a placement for One Semester? (This could mean that you may be at a different school each semester.)

YES NO

If you indicate NO, you will not be considered for Semester I Only or Semester II Only Transfers

Would you like an Exchange? YES NO

If Yes, for how long? 1 Semester 1 Year 2 Years

If you indicated Yes to both a Transfer and an Exchange, Please indicate your preference.

Exchange Transfer

Signature:	Date:
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Please submit this application by 3:00 pm on April 10, 2012 to:

You may send this application by mail, board courier, or FAX, but it must be received by 3:00 pm on April 10, 2012.

Teresa Marrello, District Officer
 OSSTF Limestone District 27
 735C Arlington Park Place
 Kingston, ON K7M 8M8
 FAX (613) 545- 1295