

EDUCATIONAL
ASSISTANTS

SURPLUS INFORMATION PACKAGE



PRODUCED BY: OSSTF DISTRICT 25
EDUCATIONAL ASSISTANTS BARGAINING UNIT EXECUTIVE

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Thinking in advance

What to do if you believe that you might be declared surplus:

Surplus is based on seniority to the system. If your school has a reduction in the number of EA's allocated, then there will be surplus EA's. The EA that may end up as surplus would have the least seniority [check the seniority list for this information]. If you think that it could be you, fill out a transfer form (this will come out sometime in April**) You will not know for sure whether you are surplus until after the transfer form has gone in as surplus is not identified until late May or early June and transfer requests must be in by May 1st. There will not be an issue if you are not surplus and wish to rescind your transfer request. Please cancel your request immediately, if you are offered a transfer to one of the locations you chose, you must go. When you fill out the form include all the schools you would prefer to work at. Include the one you are currently working at as well, if you would really rather stay there. This will help you because you may have requested a transfer to a school that obtains additional EA's through the budget process (which often occurs) and then you might be considered for a transfer to a location you've chosen.**

Please remember transfers are not a sure thing. The Principal has the ability to choose from the transfer list, but does not have to.

I'm surplus.....what happens now???

If you are declared surplus, either by the closure of your school or by reduction of the number of EA's assigned to your school, we hope this handbook will assist you.

This can be a confusing and often scary time for members. This package of information has been developed to assist you in understanding the process and to answer some of the questions you may have.

We know that this package may not answer every question you might have. Please feel free to contact any of your executive or council members to get clarification at any time. We are also available to assist you if you require assistance to fill out your Placement Form so that you might get optimum results.

**You can reach the President and/or Chief
Negotiator of your Bargaining Unit at 729-7211.**

Current officers:

President

Cindy Dubue – cdubue@osstf25.on.ca

Chief Negotiator

Cheryl Cavell – ccavell@osstf25.on.ca



What are my rights under the Collective Agreement?

The following is an excerpt from the Collective Agreement that outlines how the surplus process proceeds, following each item, a descriptor has been written in italics:

25.04 (a) In the event there is a reduction in the number of Educational Assistant assignments at a school or location, the employee(s) with the least seniority working at the school or location shall be considered surplus provided the remaining employees are qualified.

This means that if there are currently 4 EA's at your location and the Board determines that the requirements have changed and they only need two EA's, the members at that location with the least seniority would be declared surplus. Seniority means the members that are least senior to the Board, not the location. To find this out, you must look at the seniority list that the Board produces each year in February.

(b) In the event of a school or location closure, the employee(s) working at that school or location will be declared surplus.

This is self explanatory....if your location closes you will be declared surplus.

25.05 (a) Surplus employees shall submit their preferences for placement to the Human Resources Department and shall have their names placed on a surplus list in order of descending seniority. The placement preference form will be provided by the Human Resources Department and will require each surplus employee to provide up-to-date information with respect to the employee's qualifications and/or ability, knowledge and skills. The Bargaining Unit President will be provided with a copy of the placement preference form for each surplus employee and a list of vacancies.

You will receive a form from Human Resources. This form will have a place for you to state your experience, education and any other information that will assist in your placement. A copy of the form is in this package for your perusal. It is very important for you to put all of your information on this form and attach additional sheets if needed. This is the document that will determine your future placement. Do not underestimate its importance!

- (b) The Human Resources Department, in consultation with the respective Principals, shall place surplus employees in seniority order into vacancies for which they are qualified. Where the Human Resources Department determines the employee is qualified for more than one vacancy, the employee shall be given the option to select one of the positions identified.

After all completed forms have been sent into Human Resources, a HR Assistant (currently this is Sharon Kelly) will match surplus members with placements. This should be based on qualifications, experience, preferences of the member and the needs at locations. Each member will be telephoned, in order of their system seniority, and will be offered a position. There is a possibility that you may be offered more than one position, this is based on your qualifications and the suitable vacancies.

- (c) An employee shall be given the opportunity to attain or upgrade his/her qualifications in order to fulfill the requirements of the position. The qualifications must be obtained prior to the date the employee starts in the position. Should the employee agree to fulfill the requirements of the position and fail to do so prior to assuming the position, the employee shall be placed on recall and will be recalled to the first available position for which he/she is qualified.

If there is a position that you are interested in, but you need to attain specific qualifications, you will be given the opportunity to get these qualifications. Of course, this upgrading must be obtainable. In the event you do not attain the specified qualifications in the time period allotted, you will not be considered for this position and you will have to be placed in an alternate position.

25.06 A surplus employee not placed in accordance with Article 25.05 shall be placed on a Temporary Redundancy List.

If you are not placed in a position, due to lack of skills, qualifications, etc. or do not accept any of the offers made, you will be placed on lay-off.

QUESTIONS AND ANSWERS

Q – Does this mean that I will no longer be employed?

A – Not usually. Every attempt will be made to match your preferences, skills, education and/or experience with an assignment.

Q – How will the process proceed?

A – The process will proceed as follows:

1. You will be given notification that you have been declared surplus. If you have this package then it is likely that this has already occurred.
2. You will then receive a “Placement Form” (an example of the form is included in this package). When filling out this form please include everything relevant. This will give the Human Resources Officer the information required to decide what assignment(s) you are best suited for.
3. After the Board has determined allocations of EA’s for the coming year they will know where the vacancies will be and the HR Officer will begin the placement of surplus EA’s in order of their seniority. When it is your turn, you will receive a telephone call from the HR Officer and you will be offered (a) position(s) based on your “Placement Form”. This is why you must take time and care filling out this form and include everything you think might be relevant.

Q – Do I need a resume if I am surplus?

A – No, you will only be required to fill out the “Placement Form”. However, it is always a good idea to have your resume updated regularly. You may forget to add things if you wait to update it only when you need it.

Q – Will I be required to attend an interview?

A – No, surplus members have the right to placement and do not have to be interviewed for assignments.

Q – When will I hear from the Board?

A – Unfortunately there is not a precise date. It depends on the time that EA allocations are completed. Once this is done and the vacancies are known, the process will begin.

Q – When I get the telephone call, do I have to make a decision right away?

A – The expectation is that you make a decision quickly. Surplus placement is done in order of seniority and they cannot proceed to the next person on the list without your decision. However, it would not be unreasonable to ask for a half hour to decide. Please feel free to call the Union office at 729-7211 and/or speak with someone else you think might assist you to make a decision.

Q – How many positions will I be offered to choose from?

A – This will depend upon what assignments are available that suit your preferences, skills, education and/or experience.

Q – If there aren't any vacant positions that match my preferences what will happen?

A – The Human Resources Officer will then look at your skills, education and/or experience and offer you something that you are a match for, but located in an area you did not specify or with an exceptionality that you may not have asked for.

Q – If I do not have the skills, education and/or experience for any of the vacancies what will happen?

A – The Human Resources Officer will call you and every attempt will be made to find a suitable placement for you. You could be required to agree to take a course or workshop, obtain certain certification etc.

Q – Will I like the new assignment?

A – We all hope that you are happy in your new location. Part of insuring that this occurs is to be very precise when filling out the “Placement Form”. List all of your skills, education (including workshops) and experience (including any relevant experience outside of the Board). List everything no matter how insignificant you might think it is.

Also include:

What type of assignment you would like.

What exceptionality you would want to work with. (Autism, DD, Behavioural etc.)

What area of the city. (don't specify schools this will limit you too much.)

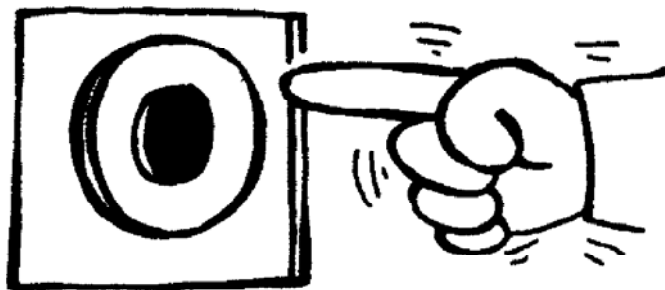
Q – After I have been placed into a position can I apply to the positions that are posted?

A – Yes, you are able to apply to the postings.

WHAT SHOULD I ASK WHEN I GET THE CALL?

- What type of classroom will I be assigned to?
- What are the exceptionalities I will be working with?
- What is the chronological/mental age of the students I will be responsible for?
- How many students will I be directly responsible for?
- Is there toileting? Restraints? Duties? Feeding? Medical procedures? Dressing? Etc.
- What is the start/finish time of the school?
- What is the start/finish time of the assignment?

This is just a sample of questions you might ask when you are given your options of assignments. If the Human Resources Officer is not able to answer any of the questions you may feel that are of particular importance to your decision, ask if it is possible for them to find out the answer before you make your final decision.





OTTAWA-CARLETON
DISTRICT SCHOOL BOARD

Educational Assistants Placement Form

PERSONAL INFORMATION (Please Print)

Name Present Location

Employee Number Home Address

Telephone Number

Employment Status: 1.0 Full-time

0.5 Part-time

If part-time specify hours of work

Are you currently on leave? Yes No

Please list the programs/type of assignments in which you have had experience and the number of years in that area.

Type of Assignment/Program/# of years

1. <input type="text" value="Location3"/>	5. <input type="text" value="Assignment1"/>
2. <input type="text" value="Location2"/>	6. <input type="text" value="Assignment2"/>
3. <input type="text" value="Location1"/>	7. <input type="text" value="Assignment3"/>
4. <input type="text" value="Location4"/>	8. <input type="text" value="Assignment4"/>

ADDITIONAL COURSES COMPLETED

BLISS Sign: Level NVCi Restraint Techniques

First Aid/CPR Catheterization Behaviour Modification Therapeutic Crisis Intervention

Others:

Please check if: prepared to assist in toileting

prepared to do pool duties

have access to a vehicle

Please add any comments which may assist in finding a suitable assignment:

Comments

Signature _____ Date _____

Personal information on this form is collected under the authority of the Education Act and will only be used to process your request for transfer. Should you wish to review this information, please contact Human Resources.

CURRENT CLASSROOM AND EA LOCATIONS
SEPTEMBER/JUNE 2005 - 2006 (October 12/05 10:00 AM)

SECONDARY SPECIAL EDUCATION PROGRAMS

LST - Learning Support Teacher

LD - Learning Disabilities Program

SSU - Special Support Unit

SELC/LST - Special Education Learning Centre
 Learning Support Teacher

D/HH - Deaf/Hard of Hearing Program

GLP - General Learning Program

PSU - Program for Pupils with Physical
 Disabilities

Gifted Centre - Congregated Gifted Program

ASD - Autism Spectrum Disorder Class

DD Unit - Program for Pupils with Developmental
 Disabilities

DUAL - Dual Diagnosis Program

AUT Unit - Program for Pupils with Autism/

EA - Educational Assistant

	INDICATED IN CLASSES											Indicated in FTE	
	LST Contractual	LST/SELC Non-contractual	LD	SSU	D/HH	GLP	PSU	Gifted Centre	ASD	DD	Dual	AUT (Elem) Unit	EA
A.Y. Jackson	9	4											3.5
Bell	9	3						37		16			4
Brookfield	8	3	35						8				9
Cairine Wilson	9	3								16			5
Canterbury	8	3					8						7.5
Colonel By	8	2											0.5
Earl of March	9	2		8						8			5.5
Glebe	9	4			8			20		8			9
Gloucester	8	4		8				17		16			7
Hillcrest	8	3							8	8			9
John McCrae	8	3											3
Lisgar	9	2						43					1
Merivale HS	8	4						26					3
Nepean	9	3											3
Osgoode THS	9	3											3
OTLC	9	5		16		24	24				8	4	46
Rideau	8	3	22										6
Ridgemont	9	4		8				8		16			5
Sir Guy Carleton	9	4		12		40							19
Sir Robert Borden	8	3	22	8									4.5
Sir Wilfrid Laurier	9	3											3
South Carleton	9	4											2.5
West Carleton	9	3											1
Woodroffe HS	8	3				16					8		7
TOTAL SECONDARY	206	78	79	60	8	80	32	151 *	16.0	88.0	16.0	4.0	167.0

D.A. Moodie	2	1.5									1		1		4.0
Devonshire	0	0.5													0.0
Dunlop	1	0.75		1											3.0
Dunning-Foubert	0.5	0.75								1		1			4.5
Elgin	0.5	0.5													0.5
Elizabeth Park	1	1			1	1									3.0
Elmdale	0.5	1													3.0
Emily Carr	1.5	1													2.0
Fallingbrook	1	1				1									4.0
	SELC	LST	PAC	LLD	SSU	LD	PSU	D/HH	AUT	GLP	Dual Diag	DD	Gifted		
Featherston	1.5	1							4						12.0
Fielding Dr.	2	1									1				3.5
First Ave.	0	0.5											2		1.0
Fisher Park/ Summit	2	1.5													2.0
Fitzroy Centennial	1.5	1													0.5
Fitzroy Harbour	0	0													0.5
Forest Valley	0.5	1	1												1.5
General Vanier	0.5	0.5													0.0
Glashan	1.5	1								1			2		4.0
Glen Cairn	2	1	1							1					4.0
Glen Ogilvie	1	1		1											1.5
Goulbourn	2	1								1					2.0
Grant	1	0.5													1.0
Greely	1	0.5													2.0
Greenbank	1	1				1							1		3.0
Hawthorne	2	1.5								1			4		4.0
Henry Larsen	0.5	1													0.0
Henry Munro	2	1.5									1		1		4.5
Hilson	0.5	0.5	1	1		1									4.0
Hopewell	1	1.5			1								2		3.0
Huntley Centennial	1	1													0.0
J. H. Putman	0.5	0.75			1										2.5
Jack Donahue PS	2	1.5													4.0
Jockvale	1	1										1			3.5
John Young	1	1			1								3		2.5
Kars	0	0.5													0.0
Katimavik	0	0.75													0.0
Knoxdale	0	0.75											1		0.0
Lady Evelyn	1.5	1	1												5.5
Lakeview	0	0.5													0.0
Le Phare	0	0.5													0.0
Leslie Park	1	0.5													2.0
Manor Park	1.5	1													4.0
Manordale	1	1										1			4.5
Manotick	0.5	1		1											3.0
Maple Ridge	2	1.5										1	1		5.0
Mary Honeywell	1	1							4						10.5

TOTAL ELEMENTARY	137.5	110.5	10.0	12.0	11.0	12.0	3.0	1.0	8.0	15.0	4.0	35.0	30.0	412.5
Reality Check					2									2.0
Storefront										1				1.0
Itinerant EAs														17.0
Emergency Fund														5.0
First Place														2.0
Work Experience														6.0
Autism Team														2.0
	0.0	0.0	0.0	0.0	2.0	0.0	0.0	0.0	0.0	1.0	0.0	0.0	0.0	35.0

School Locations

CUMBERLAND/GLOUCESTER

Carson Grove ES
Convent Glen ES
Dunning-Foubert ES
Fallingbrook Community ES
Forest Valley ES
Glen Ogilvie PS
Henry Larsen ES
Le Phare ES
Maple Ridge ES
Meadowview PS
Orleans Wood ES
Queenswood PS
Robert Hopkins PS
Terry Fox ES
Trillium ES
Emily Carr MS
Henry Munro MS

GLOUCESTER SOUTH

Blossom Park PS
Elizabeth Park PS
Sawmill Creek ES

GOULBOURN

A Lorne Cassidy ES
Munster PS
Richmond PS
Stittsville PS
Goulbourn MS

KANATA

Bridlewood Community ES
Castlefrank ES
Glen Cairn PS
John Young ES
Katimavik ES
New Kanata North ES
Roland Michener PS
Stephen Leacock PS
W. Erskine Johnston PS
W.O. Mitchell ES

NEPEAN

Adrienne Clarkson ES
Barrhaven PS
Bayshore PS
Bell's Corners PS
Briargreen PS
Century PS
Crystal Bay Centre
Jockvale ES
Knoxdale PS
Lakeview PS
Leslie Park PS
Manordale PS
Mary Honeywell ES
Meadowlands PS
New Berrigan Drive ES
Parkwood Hills PS
Cedarview MS
D. Aubrey Moodie MS
Greenbank MS
Sir Winston Churchill PS

OSGOODE

Castor Valley ES
Greely ES
Metcalf PS
Osgoode PS

RIDEAU

Kars PS
Manotick PS
North Gower/
Marlborough PS
Rideau Valley MS

WEST CARLETON

Fitzroy Centennial PS
Fitzroy Harbour PS
Huntley Centennial PS
Stonecrest ES
Torbolton PS

OTTAWA - EAST OF BRONSON

Alta Vista PS
Arch Street PS
Centennial PS
Charles H. Hulse PS
Clifford Bowey PS
Dunlop PS
Elgin Street PS
Featherston Drive PS
First Avenue PS
First Place School
Glashan PS
Hawthorne PS
Hopewell Avenue PS
Lady Evelyn Alternate School
Manor Park PS
Mutchmor PS
Pleasant Park PS
Queen Elizabeth PS
Queen Mary Street PS
Riverview Alternate School
Robert Bateman PS
Robert E. Wilson PS
Roberta Bondar PS
Rockcliffe PS
Vincent Massey PS
Viscount Alexander PS
York Street PS
Hilson Avenue PS
J.H. Putman PS
McGregor Easson PS
Pinecrest PS
R. Byrns Curry PS
Regina Street PS
Severn Avenue PS
W.E. Gowling PS
Woodroffe Avenue PS

OTTAWA - WEST OF BRONSON

Agincourt Road PS
Bayview PS
Broadview PS
Cambridge Street Com. School
Carleton Heights PS
Christie PS
Churchill Alternative School
Connaught PS
D. Roy Kennedy PS
Devonshire Community PS
Elmdale PS
Fielding Drive PS
Fisher Park PS/Summit Alter.
General Vanier PS
Grant Alternative School
Hilson Avenue PS
J.H. Putman PS
McGregor Easson PS
Pinecrest PS
R. Byrns Curry PS
Regina PS
Severn PS
W.E. Gowling PS
Woodroffe PS

SECONDARY SCHOOLS

A.Y. Jackson
Bell HS
Brookfield HS
Cairine Wilson SS
Canterbury HS
Colonel By SS
John McCrae SS
Earl of March SS
Glebe Collegiate Inst.
Gloucester HS
Hillcrest HS
Lisgar Collegiate Inst.
Merivale HS
Nepean HS
Osgoode THS
OTLC
Rideau HS
Ridgemont HS
Sir Guy Carleton SS
Sir Robert Borden HS
Sir Wilfrid Laurier SS
South Carleton HS
West Carleton SS
Woodroffe HS

SPECIAL EDUCATION/STUDENT SERVICES

Itinerant Elementary/Secondary
Reality Check
Work Experience
ASD Team