

SURPLUS PROCEDURES FOR MEMBERS OF ESS/OSSTF

Responsibility: *Superintendent, Human Resource Services
Senior Manager, Human Resource Services*

Legal References: *ESS/OSSTF Agreement (Article 15.06)*

Related References:

Revisions:

Reviewed: January 2016

1. Preamble

- 1.1 The following procedures provide guidelines and expectations regarding the identification and placement of surplus support staff.
- 1.2 The following procedures exist to provide consideration for those members of the support staff who are surplus due to the reduction or redundancy of the position, i.e., no longer required in a location because of the closing of a school, the reduction in enrolment at a school, or the elimination of a specific job function.

2. Identification of Surplus Support Staff

- 2.1 The principal or supervisor and the appropriate divisional superintendent or designate will examine the departmental job needs relative to positions. Staff who may be declared surplus will be handled under the following guidelines. These guidelines are not arranged in order of priority:
 - 2.1.1 the needs of the location;
 - 2.1.2 recognition of job-related skills and qualifications;
 - 2.1.3 seniority with the Board.
- 2.2 Following the identification of surplus staff members, the principal or supervisor will forward the names of such staff members, through the appropriate divisional superintendent or designate, to the Sr. Manager of Human Resources who will inform the Staff Management Committee: ESS/OSSTF.
- 2.3 The principal or supervisor will explain, in a personal interview with the staff member, why the staff member has been declared surplus to the location. A staff member may request that the reasons for being declared surplus be confirmed in writing by the principal or supervisor.
- 2.4 The Sr. Manager of Human Resources will notify, in writing, each surplus staff member of the following:
 - 2.4.1 The process that will occur for the placement of such staff members in the system;
 - 2.4.2 The provision for such staff members to request an interview with the Manager of Personnel;
 - 2.4.3 The opportunity for such staff members to make application for any posted positions that occur.

3. Placement of Surplus Support Staff

- 3.1 Surplus staff will be placed in a position similar in role and salary level.

- 3.2 Positions that become available in the system will be filled by surplus staff members who have the same salary level and the necessary job-related skills and qualifications before any posting/hiring occurs.
- 3.3 The Sr. Manager of Human Resources, in consultation with the appropriate divisional superintendent or designate, will arrange for the placement of all surplus staff and notify the Staff Management Committee: ESS/OSSTF
 - 3.3.1 when two or more surplus staff members with similar role and salary level are to be placed, the member declared surplus first will be placed first.
 - 3.3.2 when two or more surplus staff members with similar role and salary level are to be placed and are declared at the same time, then qualifications, seniority and skills shall prevail.
- 3.4 A support staff member may be placed temporarily in a position(s) holding a different salary level(s) until such time as a permanent placement is available.
- 3.5 According to the ESS/OSSTF Agreement (Article 15.06): Any employee who is temporarily transferred to another position with full responsibility, in which the rate of pay is different from that in effect in such employee's regular position, shall be paid while so employed as follows:
 - 3.5.1 If the rate of pay in the position to which the employee is transferred is less than the employee's regular pay, the employee shall receive the employee's regular rate of pay.
 - 3.5.2 If the rate of pay in the position to which the employee is transferred is higher than the employee's regular pay, the employee will be placed on the Salary Schedule at the appropriate level, one full increment higher than the employee's current salary (as per Article 15.06).