



PART-TIME ELEMENTARY SCHOOL TEACHERS REQUESTING AN INCREASE IN FULL-TIME EQUIVALENT (FTE) STATUS

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

Legal References: *Nil*

Related References: *Nil*

Revisions:

Reviewed: *January 2016*

1. Preamble

- 1.1 This procedure outlines the situations when part-time teachers may increase their full-time equivalent (FTE) status. At any time, part-time teachers who have completed their probationary period by June 30th may apply to elementary postings for which they are qualified and that are equal in time to their regular full-time equivalent (FTE).

2. Procedures

- 2.1 When all enrolment transfers have been completed, part-time teachers may be considered for available positions in their schools that would increase their full-time equivalent (FTE), prior to the positions being posted, if they are qualified for the positions and the positions are .3 FTE or less.
- 2.2 When all enrolment transfers have been completed, part-time teachers who wish to increase their regular full-time equivalent (FTE) shall be eligible to apply to the postings for positions for which they are qualified. This eligibility will be noted on the posting.
- 2.3 Part-time teachers who wish to be considered for positions for which they are qualified that become available after the last posting until any fall hiring due to enrolment adjustments is completed, shall complete a Portfolio on the Apply To Education website. For further information, part-time teachers should refer to the Elementary Staffing Memoranda for the current year.

In the event that the teacher cannot be replaced immediately, the teacher will remain in the home school until such a replacement is hired.

- 2.4 Part-time teachers who submit a request for an increase in full-time equivalent (FTE) shall be considered for full-time positions for which they are qualified that become available after September 1st and until any fall hiring due to enrolment adjustments is completed. In the event that the teacher cannot be replaced immediately, the teacher will remain in the home school until such a replacement is hired.
- 2.5 Part-time teachers who qualify and submit a request for an increase in time will receive notification of available positions via WaterWorks (i.e., positions that become available after the last posting until any fall hiring due to enrolment increases). It is the

responsibility of the part-time teacher to apply to the position by responding via WaterWorks to the Principal with the opening.

Details of the method to contact the Principal and the timelines will be outlined in the WaterWorks message sent to the teacher. During the school year (June and September), teachers will be required to apply to the openings by 4:30 p.m. the next day following the posting of the email. During the summer months (July and August), teachers will be required to apply to the opening within two working days following the posting of the email.