



JOB EXCHANGE – ESS/OSSTF

Responsibility:	<i>Superintendent, Human Resource Services Senior Manager, Human Resource Services</i>
Legal References:	<i>Collective Agreement, between the Waterloo Region District School Board and the Ontario Secondary School Teachers' Federation representing the Educational Support Staff/OSSTF District 24.</i>
Related References:	<i>Job Exchange Application Form – Educational Support Staff (Appendix A)</i>
Revisions:	
Reviewed:	<i>January 2016</i>

1. Preamble

- 1.1 The procedure that follows provides general guidelines for ESS/OSSTF members to request an exchange with another ESS/OSSTF member, to be effective at the start of the next school year. Applicants must ensure that their respective principals/supervisors are fully aware and in support of the job exchange in order to proceed with the written request.

2. Job Exchange Procedure

- 2.1 A permanent employee within the ESS/OSSTF may request an opportunity to exchange positions with another permanent employee within ESS/OSSTF in the same job code and employment status to take effect in the following school year.
- 2.2 The “Job Exchange” assignment shall be for a period of one (1) year and may be extended for an additional year by mutual agreement between the employees, the employer and the bargaining unit president.
- 2.3 Written application shall be made to the Superintendent, Human Resource Services, or designate, on or before March 1st in the school year prior to entering the plan the following school year. The application shall include:
 - 2.3.1 The names of the employees involved;
 - 2.3.2 The present positions held by the employees;
 - 2.3.3 The positions involved in the exchange;
 - 2.3.4 The start and end dates of the period of exchange.
- 2.4 At the time of granting the application, agreement in writing shall be reached on the starting date and date of return to pre-exchange position(s). The date may be extended by mutual agreement between the employees, the employer and the bargaining unit president. The employee may request to change the date of return under extenuating circumstances. Approval of such request shall be at the discretion of the employer.
- 2.5 The proposed exchange arrangement shall be considered only upon written recommendation of the principals/supervisors involved.
- 2.6 Written acceptance or refusal of the application by the employer shall be forwarded to the employee and bargaining unit president by June 1st in the same year that the request was made. Reasonable explanation(s) shall accompany any refusals of the application.
- 2.7 The employees participating in the “Job Exchange” program shall do so without loss of benefits, seniority or sick leave credits that would otherwise accrue to the employee.

- 2.8 In the event there is a change in the F.T.E. status of the job and/or a change in job functions, the program will be terminated and the employees will return to their position(s) held prior to the commencement of the "Job Exchange".
- 2.9 At the end of the participation in the "Job Exchange" program, each of the employees shall return to the same position(s) and work location(s) held immediately prior to the commencement of the program. The return will occur if the position(s) at those location(s) still exists and is vacant, or to a comparable position if it does not exist or is not vacant subject to Article XVI – 16.06(c) Placement and Layoff Procedures in the current collective agreement. If a temporary employee is filling the position, the position shall be deemed to be vacant.
- 2.10 In the event that one of the employees in a "Job Exchange" arrangement is unable to complete the term of the "Job Exchange" program, due to illness or some unforeseen circumstance, the remaining participant will return immediately to their position(s) held prior to the commencement of the "Job Exchange".
- 2.11 If, after two (2) years, the parties wish to make the exchange permanent, and with the agreement of the appropriate principals/supervisors, their positions will become permanent.

