

Strait Regional Centre for Education

Teacher Assistant Online Assignment Forum

June 4th, 2019 (9:00 a.m. – 2:00 p.m.) And June 5th, 2019 (9:00 a.m. – Closing)

OVERVIEW

The Strait Regional Centre for Education is offering the online assignment forum process this year on June 4 & 5th to full time Teacher Assistants for reassignment to posted positions that are available in the 2019-2020 school year based on seniority and qualification.

The Human Resources and Student Services departments, in partnership with CUPE Local 955 Executive, have worked diligently over the years to improve the assignment forum process based on feedback from school administration and teacher assistants.

The forum will be accessible online again this year from your school location with minimal interruptions to your day. It is expected that each teacher assistant will complete the sign-up in a timely manner in order to be respectful of the timeframe for your colleagues to sign.

After the forum is completed, a feedback survey will be emailed to you (by Friday). As always, your feedback and participation is welcomed and appreciated.

GUIDELINES FOR TEACHER ASSISTANTS

ALL full time Teacher Assistants are required to participate in the online assignment forum unless permission is otherwise granted from the Human Resources Department due to a serious medical or emergency situation.

The hours of work as posted and approved at the assignment forum will not change through the school term unless reductions or additions are authorized by the Student Services department. It is possible that school administration will make changes to your student assignment at any time during the school year.

1. The timeline for distribution of information is as follows:

Monday, May 13th: Update to SRCE Website/TA Forum Dates; Email Notification to TA's & Principals/Secretaries;

Monday, May 13th Overview and Guidelines/Principals and Secretaries; Overview and Guidelines/Teacher Assistants; TA Quick Reference Technical Guide;

Tuesday, May 21st: TA & School Administrators Link to JOB POSTINGS for Review and Feedback; TA Seniority List;

Monday, May 27th: Notice to School Administrators/ THERE WILL BE NO POSTING CHANGES AFTER FRIDAY, May 31st

Friday, May 31st: NOTICE TO TA'S, ALL POSTINGS ARE CLOSED FOR CHANGES. ANY BUSSING CHANGES WILL BE REVIEWED IN SEPTEMBER.

Tuesday &
Wednesday
June 4 & 5

TA Assignment Forum

2. TA's must attempt to **login by Monday May 27st** to ensure that it is possible to access the link on the day of the forum. If you are unable to login or are experiencing difficulty, please contact Wendy MacDonald (wendy.macdonald@srce.ca). This is important to avoid unnecessary delays on the day of the forum.
3. The Assignment Forum will **open at 9:00 a.m. on June 4th and close at 2:00 p.m.**
4. The forum will **begin at 9:00 a.m. on June 5th and close when all TA's have had an opportunity to select a position.**
5. The individual whose name is at the top of the queue each day in the view will be the first to select a position.
6. At the end of the first day, the queue and the remaining number of job postings for the next day will be available for viewing within an hour after closing time.
7. **You will receive an email confirmation after selecting your position when you hit the REFRESH button (YOU WILL NOT RECEIVE THE CONFIRMATION UNTIL YOU HIT REFRESH). It is very important to do this immediately after signing so the process is not delayed for others.**
8. A **Quick Reference Technical Guide** with instructions will be available at the computer as you sign for a position.
9. A member of school administration will ensure that there is **coverage in your classroom** so that you can leave immediately when your name is called. If you have any questions or concerns about coverage, please notify your school administration.
10. If you are on a **LONG TERM LEAVE** for any reason (personal leave, sick leave, long term disability, injury leave) **AND YOUR POSITION HAS NOT BEEN POSTED AS PERMANENT**, you must contact your school administration to confirm that you will attend the forum, or you may contact another school closer to your home location and attend at that school. If you are unable to attend for any reason, you must contact Wendy MacDonald wendy.macdonald@srce.ca (902-625-7122) for approval to be absent and contact your union representative to act as your proxy.
11. If you have **AN APPROVED LEAVE for the next school term (2019-20)**, you are required to participate in the forum. The position you select will be posted after the forum as a term vacancy for the duration of your approved leave.
12. **If it is not possible to attend the forum due to exceptional circumstances** such as serious illness or injury, or a personal or family emergency, it is **YOUR** responsibility to do the following:

- a. Contact Wendy MacDonald at 902-625-7122 or email wendy.macdonald@srce.ca) to request approval to be absent. If the reason for absence is due to **serious illness**, you must fax (902-625-2281)-Attention: Wendy MacDonald or scan and email a copy of the medical confirmation from your doctor to the Human Resources Department (hr.clerical@srsb.ca).
 - b. Upon receiving approval to be absent, you must contact your union representative Donald Stewart (CUPE Local 955 President) (donald.stewart@srsb.ca) to make arrangements to act on your behalf (Proxy);
13. The civic address for bussing assignments is included in the job posting. All bussing hours are estimated using a GPS system to calculate the time it takes to travel from the student's home location to the school, and return home in the afternoon. **Any adjustments that are necessary to bussing hours will be made after the start of the school year in September, 2019. Please be sure to review bussing information prior to the forum so you are able to make your selection as quickly as possible.**
12. **If additional bussing hours are allocated to a school the following September because the hours were not known at the forum**, TA's assigned to that school will be given an opportunity to obtain the hours in order of seniority.
13. Any **additional qualifications (bilingual, female, male, sign language)** that are required for each school are identified in the job postings. The specific box relating to each requirement must be checked when selecting a position.
14. **If you have questions or concerns about a job posting before the forum, you must inform your school administration AS EARLY AS POSSIBLE after the postings are received so that principals will have an opportunity to review any considerations with the Student Services department before the deadline for changes on Friday, May 31st**

THE DEADLINE FOR CHANGES TO JOB POSTINGS IS MAY 31st.

15. It is important to note that the assignment forum is not the venue to address general work concerns. Throughout the school year, you are invited to speak with your school administrator about any work-related concerns. ***The Assignment Forum is strictly for job reassignments in the following school year.**
16. You should be aware that **anyone who wishes to decline a position** may not be eligible for benefits under Employment Insurance legislation (our understanding about EI eligibility is that there is an expectation for travel up to a one hour commute from the home location).
17. For further information or clarification regarding the assignment process, please contact Wendy MacDonald at 625-7122 or email wendy.macdonald@srce.ca.

IMPORTANT:

All TA's must be present at the forum to select an assignment for the following year in order of seniority. The hiring forum **team** will **NOT** call schools, cell phones, or homes during the forum to locate TA's who are not available when your name is called. If you are not available to sign for a position, and do not have an approved absence and a proxy, and you have not provided notification to your school administration in the case of an emergency on the day of the forum, it is not possible to be assigned a position at the forum based on your date of seniority.

IF YOU HAVE AN EMERGENCY ON THE DAY OF THE FORUM, you **MUST** contact your school administration as immediately as possible advising of your situation, and contact your union representative with your choice of assignment for the following year.

It is important to note that anyone who is absent without prior approval, and has not provided notification to their school administration of an emergency situation on the day of the forum, will be required to meet with the Director of Human Resources (Article 8 of the Board-CUPE collective agreement) immediately after the forum.

We thank you for your participation and cooperation throughout the assignment forum process. It is appreciated!