

Summary of **Regulation 274** (as amended) made under the Education Act

-The Regulation was made August 27, 2012; approved August 29, 2012; filed September 12, 2012, and amended by Reg 148/13 filed May 8, 2013.

HIRING PRACTICES

SECTION

1. Interpretation/Definitions

2. Ranking of OTs

- Ranked in accordance with:
 - seniority as an OT;
 - then # of full days teaching;
 - then # of years teaching;
 - then lot.

3. Roster of OTs

- Organized in decreasing order based on ranking as set out in section 2
- Shall include teacher's name, the day placed on the roster, summary of teaching experience
- The Board shall post this roster of OTs on its website and ensure the roster is updated regularly

4. LTO List

- Every board shall establish and maintain an LTO list
- An OT may apply to be placed on the LTO list
- Board shall grant an interview if:
 - teacher has been on the roster for at least 10 months; and
 - teacher has taught at least 20 days during a 10-month period that is within the previous 5 years
- OT applicant will be placed on LTO list on recommendation of person/panel conducting interview
- The Board shall post this LTO list on its website and ensure the LTO list is updated regularly

5. Notice of teaching position

- Board must post a notice of the position (to be filled) on its website for at least 5 weekdays

6. Assignments or appointments to long-term assignments

- The board shall not interview or make an offer to any other person to fill a long-term assignment position before completing the process of offering teaching positions to supernumerary teachers with the board whose positions have been declared redundant in accordance with a collective agreement process.
- If a long-term assignment is not filled by a redundant teacher, the board shall not interview or make an offer to any other person unless an offer has been made to each teacher interviewed in accordance with the following and none have accepted it.
 - The board shall interview the 5 teachers from the LTO list who:
 - have the required qualifications for the position;
 - have the highest ranking under section 2; and
 - have agreed to be interviewed.
 - If fewer than 5 teachers on the list satisfy the criteria above, the board is required to interview only those teachers

- If a position is still not filled, then the board shall advertise the position to the LTO list and interview a selection of applicants from the list who have the required qualifications and make an offer.
- If the position is still not filled, the board shall advertise the position to teachers on the roster of OTs and interview a selection of applicants from the roster who have the required qualifications and make an offer.

7. Assignments or appointments to permanent positions

- The board shall not interview or make an offer to any other person to fill a permanent teaching position before completing the process of offering permanent teaching positions to supernumerary teachers with the board whose positions have been declared redundant in accordance with a collective agreement process.
- If a permanent position is not filled by a redundant teacher, the board shall not interview or make an offer to any other person unless an offer has been made to each teacher interviewed in accordance with the following and none have accepted it.
 - The board shall interview the 5 teachers from the LTO list who:
 - have completed a LTO assignment in a school of the board that was at least 4 months long and did not receive an unsatisfactory evaluation;
 - have the required qualifications for the position;
 - have the highest ranking under section 2; and
 - have agreed to be interviewed.
- If fewer than 5 teachers on the list satisfy the criteria above, the board is required to interview only those teachers

8. Rights of unsuccessful candidates

- Unsuccessful teachers not placed on the LTO list or assigned to LTO or permanent positions are entitled, on request, to meet with the person or panel that conducted the interviews to discuss:
 - his or her performance during the interview;
 - measures he or she could take to enhance his or her professional qualifications; and
 - other ways to improve his or her chance of being successful in a similar interview in the future.

9. Exemptions and rules for specified boards

- Does not apply to the LKDSB

10. Commencement

- This regulation comes into force on the later of September 1, 2012 and the day it is filed.