

Toronto District School Board

Policy P014

Title: **STAFF CHANGES**
Adopted: March 6, 2003
Effectuated: March 6, 2003
Revised: March 7, 2007; February 6, 2015; **October 18, 2017**
Reviewed: March 2012; October 18, 2017
Authorization: Board of Trustees

1.0 RATIONALE

This Staff Changes Policy (the “Policy”) was developed in support of legislative requirements of the *Education Act*, including sections 170(1), 171(1), and 279, which govern the Board powers, duties and responsibilities with regard to employment of the Director of Education, supervisory officers, principals, teachers, and other Board staff.

This Policy is aligned with the Board’s employment related policies, such as the Supervisory Officer Selection Policy (P055) and the Employment Equity Policy (P029).

2.0 OBJECTIVE

To establish the approval levels for staff changes.

3.0 DEFINITIONS

Board is the Toronto District School Board, which is also referred to as “TDSB”.

Secondment is the temporary transfer of an employee to another employer, where the receiving employer assumes the employment costs of the employee.

4.0 RESPONSIBILITY

The Director of Education holds the primary responsibility for overseeing this Policy. Within the Director’s Office, the responsibility for the day-to-day management and coordination of the Policy is assigned to the Associate Director, Operations and Service Excellence and, subsequently, to the Executive Superintendent, Employee Services.

5.0 APPLICATION AND SCOPE

This Policy applies to all employees of the Board. The Policy sets out approval requirements for staff appointments, dismissals, promotions and transfers (including secondments).

6.0 POLICY

6.1. The Board of Trustees must approve the following changes in respect of staffing:

- (a) Appointment of the Director of Education;
- (b) Promotions to the position of supervisory officer or equivalent;
- (c) Promotions, appointments and transfers of principals and vice-principals, including central appointments;
- (d) Dismissals from employment for unsatisfactory performance of teachers, principals, vice-principals, supervisory officers or equivalent.

6.2. The Director of Education or designate is authorized to approve all other staff changes.

6.3. The following staff changes will be forwarded to the Board of Trustees for information:

- (a) Appointments of teachers (new hires);
- (b) Promotions and appointments of coordinators with system-wide responsibility within the teaching collective agreements;
- (c) Promotions and appointments of senior administrative staff Schedule II, Level 10 and above
- (d) Resignation, retirement of permanent employees;
- (e) Secondments;
- (f) Obituaries;
- (g) Dismissals of permanent employees not covered by 6.1(d) above.

7.0 SPECIFIC DIRECTIVES

The Director of Education is authorized to issue operational procedures to implement this policy.

8.0 EVALUATION

This Policy will be reviewed as required, but at a minimum every four (4) years after the effective date.

9.0 APPENDICES

Not applicable

10.0 REFERENCE DOCUMENTS

- *Education Act*
- Supervisory Officer Selection Policy (P055)
- Employment Equity Policy (P029)