

# STAFFING 2023-2024: WHAT YOU NEED TO KNOW

When determining the staffing plan, the EMSB must identify all abolished and vacant positions. If there are **more vacant positions** than abolished ones, no-one will be placed in excess. However, if there are **more abolished positions** than vacant ones, employees in the same class of employment with the least seniority shall be declared to be **in excess** and their posts shall be added to the bank of vacant posts. If, the vacant post of the person declared to be in excess is not taken during staffing sessions, that person will return to their post.

## 1. POST ABOLISHMENTS AND DISPLACEMENTS

**If my position is abolished, I must:**

- a) Displace a person with LESS seniority in my class of employment, **OR**
- b) Choose a position in the bank of vacant posts in my class of employment.

**If I have been displaced by a person whose position is abolished, I must:**

- a) Choose a vacant post in the bank of vacant posts in my class of employment.

## 2. TRANSFERRING TO A DIFFERENT POST

In the case where there is at least one abolished post and one vacant post in your class of employment:

- The Board offers the vacant posts as a transfer to anyone who has more seniority than the person who has been abolished.
- The post freed up by the person who chose the transfer will be added to the bank of vacant posts.
- a person may choose, more than once, to transfer to a vacant post that has just been freed up. ■

EMSB EMPLOYEE LAY-OFF AND RETURN TO WORK DATES		
Class of Employment	Lay-off date	Return to work date
12-month employees	n/a	According to approved vacation
School Secretaries-10 month Secretaries- 10 month	June 30, 2023	August 15, 2023
Daycare Technician Daycare Educator	June 28, 2023	August 24, 2023
Daycare Educator	June 22, 2023	August 28, 2023
Handicapped Pupil Attendant Special Education Technician Interpreter Technician	June 22, 2023	August 29, 2023
Student Supervisor-10 month Recreational activities technician	June 22, 2023	August 30, 2023
Documentation Technician Laboratory Technician	June 30, 2023	August 30, 2023
Swimming pool supervisor	According to school needs	According to school needs

## I NEED A PROXY!

IF YOU ARE UNABLE TO ATTEND YOUR STAFFING SESSION, YOU WILL NEED THE APPA TO SPEAK ON YOUR BEHALF BY PROXY.

Please e-mail any of the APPA representatives listed to request a proxy form:

- Kim Watson: [kwatson@appa.qc.ca](mailto:kwatson@appa.qc.ca),
- Meena Samreen Mirza: [msamreen@appa.qc.ca](mailto:msamreen@appa.qc.ca)
- Eva Tubio: [eltubio@appa.qc.ca](mailto:eltubio@appa.qc.ca)

### Note to the special education sector:

The staffing list with the abolished and vacant positions for 2023-2024 will only be adopted June 20th, 2023. You will only be able to make your choices after this date, but before your staffing session.

