

OSSTF Limestone District 27

735C Arlington Park Place, Kingston, Ontario K7M 8M8
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To: All Teacher Bargaining Unit Members
From: John Vince, Chief Negotiator
Re: **Voluntary Transfer/Consolidation/Exchange Process**
Date: February 19, 2025

The following is an outline of the process that will be followed for Voluntary Transfers/Consolidation/Exchange during this upcoming staffing round. For a detailed description of the process, see Article L19.8 of the Collective Agreement.

1. You may apply for a Voluntary Transfer, Consolidation or Exchange by filling out the application form which is available from our District Website osstf27.org or from your Branch President. The completed application form must be submitted to the Chief Negotiator by **4:00 pm on April 10, 2025**. You may use the Board courier, forward it by mail, email or FAX it **to the District Office**.
2. The Voluntary Transfer/Consolidation/Exchange List is compiled in order of descending seniority by the Chief Negotiator and is kept **confidential to OSSTF** until the appropriate time in the staffing process.
3.
 - a) During the staffing process, after Principals have submitted their Final School Plan and declared the vacancies at their schools, the Voluntary Transfer List is given to the Staffing Committee.
 - b) Teachers are placed in vacant positions based on seniority, qualifications, choice of schools, and preferred teaching assignment.
 - c) Vacancies may arise later in the staffing process due to new information, such as retirements, and the resulting reorganization of assignments. If a placement is not made from the Voluntary/ Consolidation/Exchange List at the initial phase of the staffing process, it may occur later as such vacancies arise.
 - d) The Voluntary/Consolidation/Exchange List is maintained throughout the school year for Transfers in Second Semester (for those who have so requested). In order to be available for a transfer in the Second Semester, you **must** indicate your willingness to be considered for both full year and single semester transfers. Doing so will increase your opportunity to secure **both** a full year and a single semester transfer. However, it could also mean that you could be split by semester between two schools in the same school year.
 - e) Teachers may withdraw from the list at any time, **prior to transfer**, through written notification to the District Officer. Teachers wishing to remain on the list for the subsequent staffing year must reapply in April of the staffing year.
4. Exchanges may be for a stated period of time—one semester, one year, but not more than two years.

The deadline for applications is April 10, 2025 at 4:00 pm to the District Office.

APPLICATION FOR VOLUNTARY TRANSFER/CONSOLIDATION/EXCHANGE

for the 2025 - 2026 School Year

Name:		Home email:	
Present School(s) Semester I:		Years of Seniority (as of June 2025)	Rank
Present School(s) Semester II:			
Would you like a(n) You may choose any or all of 1, 2 or 3. <div> 1. Consolidation? YES <input type="checkbox"/> NO <input type="checkbox"/> </div>			
2. Transfer? YES <input type="checkbox"/> NO <input type="checkbox"/> If you have requested a Full Transfer and it is not available for next year, would you accept a placement for a single Semester? <i>(This could mean that you may be at a different school each semester.)</i> <div> YES <input type="checkbox"/> NO <input type="checkbox"/> </div> If you indicate <u>NO</u> , you will not be considered for Semester I Only or Semester II Only Transfers.		3. Exchange? YES <input type="checkbox"/> NO <input type="checkbox"/> For how long would you like your exchange? <div> 1 Semester <input type="checkbox"/> </div> <div> 1 Year <input type="checkbox"/> </div> <div> 2 Years <input type="checkbox"/> </div>	
If you indicated Yes to both a Transfer and an Exchange, please indicate your preference. <div> Transfer <input type="checkbox"/> Exchange <input type="checkbox"/> </div>			
<u>Teaching Qualifications:</u> Please list in order of preference. List more than five qualifications, if wanted. If you wish, you may just list those qualifications you wish to teach at the transfer location. This may limit your ability to secure a transfer. 1. _____ 2. _____ 3. _____ 4. _____ 5. _____		<u>Request Transfer/Consolidation/Exchange Location(s):</u> Please list in order of preference. List more than five if wanted. 1. _____ 2. _____ 3. _____ 4. _____ 5. _____	
Signature:		Date:	

Please add/attach whatever information you think will be helpful.

You may send this application by mail, board courier, email or FAX, however, it must be received by 4:00 pm on April 10, 2025.

john.vince@d27.osstf.ca

John Vince, Chief Negotiator
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