HIRING

HANDBOOK



Appalachian Teachers’ Association

**May 2022**

**TIMELINE**

**April 15**

* Student Projections

 with the exception of Adult and Vocational Education courses

**April 30**

* The school administration shall establish the preliminary pedagogical objectives and organization of the school for the following school year and this, after the participation of the teachers in the school.
* List of known vacancies / anticipated staff needs.

**May 15**

* First Posting of Vacancies

**July 1**

* Priority of employment and recall lists updated

**EMPLOYMENT PRACTICES**

**EASTERN TOWNSHIPS SCHOOL BOARD**

The Principal or Centre Director shall recommend the hiring of teaching personnel to the Director of Human Resources.

The purpose of recruitment is to attract qualified job applicants to fill available employment opportunities. Consequently, practices must seek to broaden the pool of applicants and the orientation of all such practices must be one of inclusion and encouragement.

The School Board considers bilingualism to be an asset.

The Human Resources Department shall assume the responsibility for creating all job postings for the particular department, school or centre concerned. All job postings shall be sent to schools and centres to post internally, accessible to all employee groups. In addition, job postings may be displayed on our Board website or advertised externally by the Human Resources Department. Job postings shall contain a description of tasks for the vacant position, reflecting key functions and responsibilities for the position.

Applications shall be reviewed to determine whether they have the minimum requirements for the position. A list of candidates to be interviewed shall be prepared by Human Resource and / or the department, school or centre concerned.

A selection committee, generally comprised of at least two administrators shall conduct the interviews. The Human Resources Department prepares interview questionnaires appropriate to the vacant position. In certain cases, testing may be required.

Every interview team should have at least one representative from the Human Resources Department and an administrator from the service / school / centre. The same team should interview all candidates for a specific job.

Interviews must be systematically organized in order to ensure all candidates are treated equally. The following steps are followed in interviews:

* Whenever possible an appropriate list of selection criteria should be drawn up for each position, with weighting if necessary, to help the interviewers in the selection process.
* Members of the interview team are to be provided with a common bank of questions appropriate to the job in question. All questions asked must respect the guidelines set by the Quebec Charter of Human Rights and Freedoms. The questions are to be prepared by the Human Resources Department in conjunction with the Department/School/Centre concerned.
* Interviews are to be documented on the confidential evaluation form and kept in a confidential file in the Human Resources Office.

Whenever testing is required, the following conditions must be adhered to:

* All tests must be job related and appropriate to the positions in question;
* Tests must be closely monitored with a view to eliminate any biases (e.g. gender, ethno cultural, etc.);
* When required, job postings should indicate that testing will be administered;
* The conditions under which tests are administered must be standardized for all applicants.
* Testing materials should be adapted to meet any special needs of the handicapped wherever appropriate.
* Test areas must be accessible to handicapped people.

The selection committee shall recommend a candidate to the Director of Human Resources prior to any confirmation of engagement. Once all pertinent documentation has been received by the Human Resources Department, a formal letter of engagement and / or a contract of engagement shall be sent to all new employees. All offers of employment become official following approval of the Executive Committee of the Council of Commissioners.

**TEACHING QUALIFICATIONS**

A person who holds a personal teaching authorization issued by the Minister is legally qualified.

**TYPES OF AUTHORIZATIONS**

**Brevet**  Permanent teaching license Does not need to be renewed

**Permis**  Temporary teaching permit Usually expires in 5 years

Teachers with a Permis need to contact the ministry for information about obtaining a Brevet before their Permis expires. This type of authorization is most common for teachers whose university schooling happened outside of Canada.

**Provisoire** Provisional teaching authorization

Conditional renewable temporary licence

**Tolérance d’engagement**

School boards may ask for a “tolérance” when no legally qualified teacher is available to fill a specific position. This rare exception is valid for one school year.

Legal qualification is an essential condition to have access to job security.

**Legal qualification is the individual responsibility teachers.**

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**ELEMENTARY AND SECONDARY EDUCATION**

**PRIORITY OF EMPLOYMENT LIST**

As of the first day of July of each year, the Board shall draw up a priority of employment list for the purpose of granting contracts in the youth sector and shall forward before July 15 a copy thereof to the Union. The **qualifications** and **experience** in which a given teacher has, must be listed by each teacher's name.

**Qualifications**: means all the training acquired by the teacher and certified by a diploma, degree, certificate or official attestation issued upon completion of courses or workshops and that the board deems as being pertinent to a given assignment.

**Experience**: at least one year of teaching experience on a full-time basis or the equivalent on a part time basis in the discipline concerned within the last 5 years.

Subject to the particular requirements of a given position, a teacher is deemed to meet the assignment criteria, if he or she has the experience or the qualifications listed hereinafter:

* holds a specialized diploma or a specialized university certificate for the discipline concerned or has completed a specializationwithin a certified teacher training program;
* holds a diploma which does not mention a specialty if it involves a homeroom teacher at the preschool or elementary level teaching groups of students other than those with handicaps, social maladjustments or learning difficulties;
* holds a diploma for the secondary level, in whole or in part, which does not mention a specialty, if it involves the teaching of general education courses in one of the following disciplines: English, French, mathematics (first cycle), science (first cycle), human sciences and economics;
* has at least one year of teaching experience on a full-time basis or the equivalent on a part-time basis in the discipline concerned within the last five years;
* is following or has followed a program of studies recognized for the subject concerned and has successfully completed 15 credits of specialization in the discipline concerned.

When the board deems it necessary to have particular requirements, they must be determined beforehand after consultation with the union. These requirements must be directly related to the needs to be filled either because of the students concerned (hearing impaired, visually impaired, etc.) or because of the nature of the subject to be taught (violin, swimming lessons, etc.).

To be eligible for a priority of employment list, the teacher must meet one of the following conditions:

a) Was, on the date of the coming into force of the agreement, on an existing priority of employment list under the former agreement;

b) Has taught, on a part-time basis within the board, during at least two of the three preceding school years, accumulated at least one full year (200 days) of experience during this period and has received a recommendation to be added to the list by the Board after having completed the performance appraisal process. Failure of having undergone the performance appraisal process cannot lead a teacher to be ineligible for the priority of employment list.

Any teacher whose name is on a priority of employment list and who is granted a regular teaching contract shall retain a priority of employment for a part-time contract if he or she is non-reengaged because of surplus as long as his or her name remains on the list of non-reengaged teachers.

The teacher who has a part-time contract may, if he or she so agrees, be assigned additional teaching periods in the same school if the timetable of the school so permits without entailing other changes until such a time as he or she acquires a full teaching load, but without changing his or her status of part-time teacher.

The Priority of employment list shall be updated on July 1st of each year based on the cumulative durations of the part-time contracts of each teacher whose name is registered on the list concerned and the full-time contracts of teachers. Before July 31st of each year, the Board shall send a copy of the lists to the Union.

The name of a teacher may not appear on more than one priority of employment list. Should the teacher be eligible to have his or her name entered on more than one priority of employment list, the teacher shall decide on which list his or her name shall be entered.

A teacher's name may be removed from the priority of employment list for one of the following reasons:

a) The refusal of an offer of employment except in the case of:

i) a maternity, paternity or parental leave covered by the Act respecting labour standards;

ii) a disability within the meaning of the agreement;

iii) a full-time position with the local union or QPAT;

iv) a position being offered in a school more than 100 km from the residence of the teacher

b) The acquisition of full-time employment;

c)   Not having worked for two years;

d) Negligence in the performance of his or her duties;

e) Failure to complete a replacement contract prior to the return of the absent teacher.

Should the replacement teacher leave the position prior to the return of the teacher, it shall be considered as a resignation from the board.

Should a teacher’s replacement contract be extended the board will notify the teacher in writing and forward a copy to the union.

**ADULT EDUCATION**

**RECALL LIST**

A separate recall list shall be established for each Adult Education Centre.

On July 1st of each school year, the Board shall add to these lists, by specialty, the names of teachers who have successfully taught a minimum of 300 hours in a given specialty, for the Board within the previous school year, as a teacher at an hourly rate or as a part-time teacher and have received a recommendation to be added to the list by the Board after having completed the performance appraisal process.

It is understood that if a teacher, in a given year, teaches in more than one specialty, that the 300-hour requirement applies to each specialty.

For each of the teachers' names on the list, the board shall, in the case of newly added names, enter the number of hours taught, to a maximum of 800 hours in the previous school year.

In the case of names already on the list, add the number of hours taught to a maximum of 800 hours in the previous school year to those already credited to the particular teacher.

It is understood that if a teacher teaches in more than one specialty, that the school board will not recognize more than a total of 800 hours in the previous year.

The List of Specialties shall include:

a) Language Arts Secondary 1 – 5

b) Literacy / Study Skills / Pre-Secondary

c) FSL Secondary 1 – 5

d) Math / Computer Applications / Sciences Secondary 1 – 5

(includes Physical Science, Biology, Chemistry, Physics)

e) SIS

f) Social Studies (includes Personal Social Development Skills)

g) Francisation

A teacher’s name may be removed from the recall list for one of the following reasons:

a) Refusal of an offer of employment except in the case of:

i) a maternity, paternity or parental leave;

Ii) a disability within the meaning of the agreement;

iii) a full-time position with the local union or QPAT;

b) Not having worked for two years;

c) Negligence in the performance of his or her duties.

ENGAGEMENT – ADULT SECTOR

The board shall offer a part-time contract in the following cases:

a) to provide, during the same school year, a predetermined number of teaching hours equal to or greater than 240 hours;

b) to provide, during the same school year, a number of teaching hours over and above the 240 hours already taught, provided that the number of hours exceeding the 240 hours in that school year be predetermined as equal to or greater than 25 hours.

When the board assigns additional teaching hours to a teacher who has a part-time contract, the board shall add those teaching hours to the number of teaching hours specified in the contract.

Applies only to the teaching hours provided in general education in the context of courses funded by the Ministère or the “purchase of training” courses under the terms of the Agreement to Amend the Canada Quebec Labour Market Agreement in Principle. Does not apply to "popular education courses".

The board may reduce the duration of a part-time contract or the number of hours specified in the contract to take into account a decline in student enrollment.

Teachers IN adult education OR vocational training

who are eligible for a part‑time contract but who do not have a teaching Licence

If the teacher concerned cannot, by law, be exempted from the obligation of having a teaching licence, he or she may nonetheless be hired at an hourly rate to provide the hours of teaching he or she would have provided, had he or she had a part-time contract under the terms of the agreement, were it not for the fact that he or she does not have a teaching licence.

**VOCATIONAL EDUCATION**

**RECALL LIST**

A separate recall list shall be established for each Vocational Training Centre.

On July 1st of each school year, the board shall add to these lists, by category or sub-category, the names of teachers who have successfully taught a minimum of 300 hours for the Board, to a maximum of 720 hours in a given category or sub-category in their specialty, as a teacher at an hourly rate or as a part-time teacher; and have received a recommendation to be added to the list by the Board after having completed the performance appraisal process.

For each of the teachers' names on the list, the board shall, in the case of newly added names, enter the number of hours taught in the category or sub-category or, in the case of names already on the list, add the number of hours taught in the category or sub- category in the previous school year to those already credited to the particular teacher.

A teacher’s name may be removed from the recall list for one of the following reasons:

a) Refusal of an offer of employment except in the case of:

i) a maternity, paternity or parental leave;

ii) a disability within the meaning of the agreement;

iii) a full-time position with the local union or QPAT;

b) Not having worked for two years;

c) Negligence in the performance of his or her duties.

ENGAGEMENT – VOCATIONAL TRAINING

Except for replacement, a part-time teacher whom the board hires between July 1 and December 1 to carry out a full-time teacher’s full-time workload until the end of the school year shall be entitled to a full-time contract as of the date of his or her entry into service.

Following a full-time teacher’s departure, the board must hire a full-time teacher. The board must determine the category or subcategory in which it hires a full-time teacher.

Should the board hire a part-time teacher to carry out the workload of a full-time teacher who permanently leaves the board after December 1, the board shall grant a full-time contract as of the following school year.

Notwithstanding the preceding two paragraphs, the board shall not hire a full-time teacher if this has the effect of creating excess of teaching staff in one of the categories or subcategories in the vocational training sector.

This clause applies to the courses financed by the Ministère only.

The board shall grant a part-time contract in the following cases:

a) to provide, during the same school year, a predetermined number of teaching hours equal to or greater than 216 hours;

b) to provide, during the same school year, a number of teaching hours over and above the 216 hours already taught, provided that the number of hours exceeding the 216 hours in that school year be predetermined as equal to or greater than 25 hours.

When the board assigns additional teaching hours to a teacher who has a part-time contract, the board shall add those teaching hours to the number of teaching hours specified in the contract.

Applies only to the teaching hours provided in courses funded by the Ministère as

well as those provided in courses offered to students in the different branches

leading to a Diploma of Vocational Studies (DVS) or an Attestation of Vocational

Specialization (AVS) and defined as “purchase of training” courses under the

terms of the Agreement to Amend the Canada Quebec Labour Market

Agreement in Principle. Does not apply to "customized training" courses.

The board may reduce the duration of a part-time contract or the number of

hours specified in the contract to take into account a decline in student

enrollment.

The principal shall, after consulting the teachers of the centre and based on the services offered, inform the board of its teaching staff needs required to implement the centre’s educational project, while taking into account the subject-time allocation. Before April 30 of each year, the board shall determine, for the courses offered to full-time students funded by the Ministère, the number of students enrolled for the following school year in all of the centres and shall determine its provisional staffing needs in vocational training as regards the teacher’s workload and the rules governing the formation of student groups.

Without modifying the scope of the preceding paragraph, "customized training" courses shall not be taken into account for the purposes of applying the preceding paragraph.

* **WELCOME TO THE BENEFITS OF THE LISTS**
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* When all regular teachers under contract with the board have been placed and there are still jobs to fill, the priority of employment or recall lists are used to complete the staffing of the schools and centers. Teachers on these lists are offered posts in order of seniority for positions that they are qualified to teach.

**TYPES OF CONTRACTS**

* Only casual supply teachers (often called a sub or substitute) work without a contract. Every other teacher is entitled to a contract and those contracts are:
* **Full-Time Regular**
* Often referred to as “tenure track”, a teacher is hired or transferred into a 100% non-replacement post. After two consecutive fulltime non-replacement contracts, the third contract and subsequent contracts are tacitly renewed annually. The teacher then becomes a regular teacher. The teacher is then tenured.
* **Replacement**
* A teacher is hired or transferred into a position that is held by another teacher that is on a leave of absence (ex. maternity, sickness, disability, other). The contract ends when that teacher returns or at the end of the school year.
* **Part-Time**
* A teacher is hired for an incomplete school day, an incomplete school week or an
* incomplete school year. The contract ends at the end of the school year.
* **Teacher-By-The-Lesson**
* A teacher is hired with a contract that specifically determines the instruction to be
* dispensed to students and the number of hours and periods that the teaching involves. The contract ends at the end of the school year.

**Hourly Paid**

Applies to teachers employed to teach adults within the framework of adult education courses. The board may assign other teaching hours to a teacher who already has a part-time or replacement teacher contract or who was engaged at an hourly rate when it deems it is best for the teaching to be provided.

**LETTER OF ENGAGEMENT**

I am pleased to confirm your employment with the Eastern Townships School Board. You will perform the duties of a **<insert *employment status*>** teacher in the schools of the board. Your employment will start on **<insert *month-day-year*>** and will end on the earlier of the following dates: **<insert *month-day-year*>** or on the occurrence of the following event: **<insert *event, if applicable, or indicate the return of the teacher whom you replaced*>.**

**THINGS TO KNOW**

Except for replacement, a part-time teacher whom the board engages between July 1 and December 1 to carry out the workload of a full-time teacher until the end of the school year is entitled to a full-time contract as of the date stipulated for his or her entry into service.

**POSTS NOT GUARANTEED FOR ONE YEAR**

Sick leaves

* Unless indicated that the leave is for the year.

Maternity leaves

* Teachers who have just given birth have the right to return after 21 weeks. Most choose to stay off much longer, but since they have the right to return, their full year of absence cannot be guaranteed.

Maternity extensions

* Unless indicated that the extension is for the year and that they have no right to return earlier.

CNESST replacements

* Like sick leaves, these teachers may return at any time.

**LONG TERM SUBSTITUTION**

On the **21st** consecutive workday of substitution of a teacher, the substitute is entitled to be “paid on scale”. This means a salary increase based on scolarity and experience. The salary is payable from the first day of substitution.

After **40** consecutive workdays of absence of a full-time or part-time teacher, the board shall offer a part-time contract to the substitute teacher who replaced the teacher during the entire absence.

*\* Note that a substitute may miss no more than 3 days during the accumulation of the 40 consecutive workdays.*

**FROM HIRING TO ETERNITY … OR AT LEAST TENURE**

Tenure is the status acquired by the teacher who has completed at least two full years of continuous service with the board as a full-time teacher or a full-time regular employee in another position at the board since his or her engagement.

The regular teacher who has acquired his or her tenure under and who is placed on availability by his or her board is entitled to security of employment.