

# UNDERSTANDING THE YOUTH EXCESS PROCESS

## What does being in *Excess* mean?

When the number of teachers in a category at a school exceeds the number of positions available in that category, those teachers are considered in excess.

The number of positions can increase or decrease each school year depending on many factors including, but not limited to:

- Subject Time Allocation
- Student Enrolment
- Organizational Restructuring (rezoning)

It is **important to note** that the excess process is based only on a numerical calculation and not on any teacher's competence or performance.

## Important Definitions

### Excess Teacher

A regular teacher (E1) or regular teacher with special status (E2) whose post is no longer available at their school.

### Tenured Teacher

Tenure is the status acquired by a teacher who has completed at least two full years of continuous service with the board as a full-time E1 or E2 teacher.

### Seniority

Seniority is the period of employment at the school board under contract. Seniority is used to determine excess teachers at a school.

### Non-Reengaged

A teacher who was employed during the current school year but has not been offered a contract for the upcoming school year.

# EXCESS PROCESS

## Excess Process

- 1 Schools submit their staffing needs based on enrolment and subject time allocations.
- 2 The school board reviews the staffing needs and identifies excess teachers based on seniority within the staffing categories at the school level.
- 3 By April 15<sup>th</sup>, teachers are identified as potential excess and notified by the school board in writing.
- 4 By April 30<sup>th</sup>, teachers are identified as official excess and notified by the school board in writing.

The school board will continue to review all schools' needs throughout the months of April & May and remove teachers from being excess as soon as possible.

## Rights as an E1 or E2 teacher on excess

### Tenured Teacher

Maintains employment, seniority, & benefits within SWLSB.  
Priority to vacant posts during staffing.

### Non-tenured Teacher

Maintains seniority and benefits within SWLSB.  
Priority to vacant posts during staffing.

## Staffing Timelines

Sir Wilfrid Laurier creates and shares the timeline for the entire staffing process. The LTU version of those timelines can be found using the following links:

- [E1 Staffing Timeline](#)
- [E2 Staffing Timeline](#)
- [Recall Timeline](#)

# EXCESS MEETINGS

## Excess Meeting for E1 Teachers

- Positions are posted on the SWLSB website.
- E1 Teachers in excess are invited to an online meeting.
- At the meeting, teachers, by seniority, pick or are assigned to a position within their category.
- If no positions are available within their category, teachers, by seniority, pick or are assigned to a position within a category they are qualified for.
- If no position is available, teachers will be assigned to a temporary position.

Teachers will not be required to choose a position that is over 50km from their home and school to which they were last assigned.

## Right of Return

E1 teachers who want to return to their original school if a new position opens before the start of the student's school year may do so, provided they notify the school board of their intention by June 15.

Seniority and category are respected when the right of return is offered.

## Excess Meeting for E2 Teachers

- Positions are posted on the SWLSB website.
- E2 Teachers in excess are invited to an online meeting.
- At the meeting, teachers by seniority pick or are assigned to a position within their category.
- If no positions are available within their category, teachers, by seniority, pick or are assigned to a position within a category they are qualified for.
- If no position is available, tenured teachers will be assigned to a temporary position and non-tenured teachers will be returned to the recall list.

Teachers will not be required to choose a position that is over 50km from their home and school to which they were last assigned.