Durham Catholic District School Board

"The Board"

Administrative Procedure

Title: **Change in Teaching Time**	Procedure #: **AP328-8**
Administrative Area:	Human Resources and Administrative Services
Policy Reference:	Staffing (PO328)
Date Approved:	November 24, 1991
Dates of Amendment:	January 25, 1999

1.0 Purpose

To outline the process for which permanent teachers may request a change to their full time equivalent (FTE) status for the following school year.

2.0 Definitions

Maternity Leave – a period of statutory leave of absence from work granted to a mother after the birth of her child.

Extended Maternity Leave – a non-statutory leave of absence which may be approved at the Board's discretion, which would allow a female teacher further time off without pay for a period up to one (1) school year per request.

3.0 Procedures

3.1 The Board shall:

3.1.1 ensure the Human Resources Department will acknowledge receipt of each application via email. Human Resources Department must receive the application on or before February 28th in order for it to be considered for the following September of the next school year.

3.1.2 ensure that the request for change in teaching time will be considered relative to terms of the applicable collective agreements, applicable surplus and redundancy provisions shall apply.

3.1.3 notify the applicant in writing via email, on or before March 31st. If approved and there is an opening in the teacher's current school the following September, the teacher will remain in that school. If no opening is anticipated, the teacher will apply for an administrative transfer using the procedures provided for in the applicable collective agreements.

3.2 Teachers shall:

3.2.1 ensure that an Application for Change in Teaching Time Form 4705 is to be completed by teachers applying for a change in FTE status from:

3.2.1.1 part-time to full-time
3.2.1.2 full-time to part-time

The teacher shall email their request for change in teaching time to the Human Resources Coordinator for their Family of Schools, for staffing purposes at the school level. The principal is to be copied on these email applications.

3.2.2 who are full time teachers on an approved maternity leave or extended maternity leave who wish to return on a part-time basis, will submit an Application for Change in Teaching Time, as outlined above at least two (2) months prior to their expected return to teaching duties. The Human Resources Department will make a decision and notify the applicant one (1) month prior to the teachers' expected return and will endeavour to place the teacher to their current school subject to Collective Agreement provisions.

4.0 **Sources**

- OECTA Elementary Collective Agreement
- OECTA Secondary Collective Agreement

5.0 **Forms**

- Application for Change in Teaching Time (4705)

Durham Catholic District School Board

Application for Change in Teaching Time

Teacher: _____

School: _____ Date: _____

Contractual Status: ❑ Permanent

❑ Probationary

Request consideration for a Change in Teaching Time from:

❑ Half to Full Time (0.5 to 1.0)

❑ Full to Half Time (1.0 to 0.5)

I understand that if a Change in Teaching Time is granted, subject to the terms and conditions of the Collective Agreement, I may be placed anywhere within the system and the change in full time equivalency is permanent. Once granted, further changes may be requested subject to Collective Agreement provisions and the Board's staffing requirements.

Signature of Teacher: _____ Date: _____

N.B. To be received by Human Resources Coordinator on or before February 28