

# IT'S POSTING TIME AGAIN...

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## YEAR- END POSTING AND FILLING PROCEDURES

A joint publication of the Burnaby Teachers' Association and Burnaby School District. (revised April, 2026)

**NOTE:** While this attempts to answer frequently asked questions and outlines the processes related to Posting and Filling, teachers should also refer to the Collective Agreement.

**NOTE:** Request to decrease FTE or return from leave at a reduced FTE is not guaranteed but is based on availability after all fulltime positions have been assigned. Part-time teachers with continuing status requesting fulltime are entitled to a 1.0 position but not necessarily at their current school.

**NOTE:** Requests for a qualification review, required to add to one's current list of qualifications, must be received in writing to Human Resources by April 15<sup>th</sup> in order to be considered for the year end posting and filling process.

- POSTING**
1. ***If you wish to be considered for a posted position***, you must apply on-line at [www.burnabyschools.ca/Staff/JobPosting/MyInfo/JobPostings/TeacherPostings](http://www.burnabyschools.ca/Staff/JobPosting/MyInfo/JobPostings/TeacherPostings), whether or not you requested a transfer. A copy of the current postings is available online, or at all schools, the District Administration office and the B.T.A. office. (If you do not have a password to access the on-line postings – please contact Human Resources at (604-296-6900 Ext 661071).
  2. ***The applicant is solely responsible for ensuring on-line applications are received by the deadline.*** This includes teachers wishing to move to other schools, teachers wishing different positions (grade category, percentage, etc.), teachers returning from leaves and teachers interested in transfers. Applications on-line receive a confirmation e-mail (to Burnaby School District Outlook account) that the application has been received.
  3. ***Year End postings start in April and continue each Thursday up to and including the first Thursday in July. Postings will resume on the second to last Thursday of August.*** All known vacancies are posted on-line at [www.burnabyschools.ca/Staff/JobPosting/MyInfo/JobPostings/TeacherPostings](http://www.burnabyschools.ca/Staff/JobPosting/MyInfo/JobPostings/TeacherPostings) and a copy of these vacancies will be distributed to all schools. ***Known vacancies are only those positions which are certain to be available for the coming year as a result of:***
    - approved leaves, resignations and retirements;
    - mid-year postings during the current school year;
    - changes in time allocation of 0.3 or greater;
    - positions of 0.3 or greater occupied by temporary contract teachers;
    - job share positions in which the partnership dissolves;
    - newly created positions of 0.3 or greater;

- a teacher accepting a new position; and
- maternity leave vacancies. (exception see #5)

4. A position occupied by a **continuing contract teacher taking leave anytime between September and spring break, to the end of the school year that position shall be posted as a temporary vacancy.**
5. A **job share** position occupied by two continuing contract teachers where one is taking **maternity leave** for the first part of the school year **will not be posted if:**
  - a. the remaining partner (with the agreement of the school principal) increases his/her assignment to full time for the duration of the maternity leave, or
  - b. a three-person partnership of continuing contract teachers can be formed which is acceptable to the school principal.
6. **If a posted position changes significantly** after it has been posted (e.g. timetable changes in the school, enrolment changes, etc.) but before it has been filled, then it will be cancelled and the newly defined position will be posted.
7. **If a change of less than 0.3** is projected for an existing position, the job need not be posted.
8. **If a temporary teacher posts into an ongoing position and is converted to continuing contract status,** the teacher's current position will not be posted and the teacher has the right to remain in the school if a suitable position is projected to continue for the coming school year. The following exceptions apply:
  - a. If the temporary contract teacher's assignment was the result of a mid-year posting.
  - b. If the temporary contract teacher's original assignment was extended during the year to year end, the position shall be treated as a mid-year posting and will be posted as part of the year end process.
  - c. If the temporary contract teacher's assignment was to replace an incumbent continuing contract teacher who was:
    - i. on sick leave during the year or
    - ii. on maternity/parental leave if eligible as outlined in the Maternity/Parental Leave brochure
 then the incumbent has the right to return to the position. The position will not be posted as part of the year end process and the newly converted continuing contract teacher must apply for posted vacancies.

- PART-TIME**
9. **Teachers must understand that there is no guarantee of part-time assignments, therefore:**
    - a) **A full-time continuing contract teacher wishing a part-time assignment** for the following year must apply for appropriate vacancies in the district elsewhere if current school cannot accommodate the request. The teacher's full-time position will not be posted until the teacher has accepted another position.
    - b) **\*\*A part-time continuing contract teacher wishing to remain in a part-time assignment** for the following year can do so if the school is able to accommodate the request. If the school is not able to accommodate the request, then any teacher with less than 0.86 FTE will be first to be deemed unable to continue at the school due to "unavailability" of teaching blocks.

- c) Teachers working at least .86 FTE will be considered fulltime for the purposes of surplus process in secondary schools for the 2026/2027 school year only. Please refer to LOU below.

**LOU Part-Time Secondary Staffing**

- d) ***A continuing contract teacher wishing to change from a full-time to a part-time position who has not secured a part-time position by June 15***, should consider the following alternatives:

- request a leave of absence for the following school year or,
- decide to remain in the current full-time position (with the understanding that the option to apply for posted part-time positions is available until September 1)

Please contact Cindy Melhus for (Secondary); Sandra Pandolfo Ireland for (Elementary) or Eunice Yiu for (District) if this is your situation.

- e) ***A part-time continuing contract teacher or a continuing contract teacher returning from leave and wishing part-time who has not secured a part-time position by June 15***, please contact Cindy Melhus for (Secondary); Sandra Pandolfo Ireland for (Elementary) or Eunice Yiu for (District).

- f) ***A part-time continuing contract teacher requesting to increase to full-time is entitled to do so as per the collective agreement. If their current school is unable to accommodate their request*** they must apply for positions elsewhere.

**FILLING**

10. ***On-Line Applications***, must be received in Human Resources ***no later than 4:00 p.m. on the Tuesday following the posting.***

11. ***If you are a continuing contract teacher applying out of your current assignment, your position will not be posted*** until you have accepted a new position.

- ***You may apply for as many posted positions as you wish. However, there is a general agreement between the Board and the B.T.A. that once a teacher has applied for and accepted an offer of an assignment for the coming school year, that teacher will not apply nor be considered for other posted vacancies during the year end staffing process.*** This understanding does not apply to positions that increase the F.T.E. of a teacher's assignment or to positions of special responsibility.

12. In filling year end posted positions, the following applies:

- a. ***continuing contract teachers who meet the necessary qualifications*** as established by the Board will have ***first claim*** to available year end openings.
- b. ***qualified temporary contract teachers*** who meet the eligibility entitlement in the Temporary Seniority Rights clause will have ***second claim*** in order of their seniority rights date.
- c. ***qualified teachers teaching on call*** will have ***third claim***

13. ***Kindergarten, primary, intermediate and specialist positions in elementary schools are considered as separate categories.***

Example #1: a grade one teacher (or job share team) may fill a grade three vacancy in the same school without it being posted, but would have to apply for a posted vacancy at the Kindergarten level and compete for it based on qualifications, etc. Example #2: a teacher in a grade 3 /4 split may fill any primary or intermediate vacancies (either temporary or ongoing) in the same school without it being posted for the following year.

14. A short list of applicants will be called and interviewed by the school principal. **The successful applicant will be contacted** by the school principal and offered the job.
15. **District Obligations**
  - Post all jobs as District becomes aware
  - Similar subject areas posted simultaneously to be filled in a similar timeframe
16. **Teacher Obligations**
  - Leave your contact information with Human Resources, if you are not in town at posting time so administrators are able to contact you
  - Acceptance/Decline of offers should be done within 48 hours if possible

## SPECIAL CIRCUMSTANCES

### JOB SHARING

17. You must be in an approved partnership. Note that the deadline to submit a **Job Share Proposal for approval by district staff is March 31**. This form is available on-line at: [www.burnabyschools.ca/Staff/MySD41Portal/HumanResources/Resources](http://www.burnabyschools.ca/Staff/MySD41Portal/HumanResources/Resources)
18. When two continuing contract teachers have received district approval for a proposed job share, they must either receive the agreement of the school principal to job share in one of their existing full-time positions or they must compete for posted positions.
19. Job-share teams applying for a position will both complete on-line applications at [www.burnabyschools.ca/Staff/JobPosting/MyInfo/JobPostings/TeacherPostings](http://www.burnabyschools.ca/Staff/JobPosting/MyInfo/JobPostings/TeacherPostings) and attend the interview together.
20. When two continuing contract teachers who share a full-time position wish to alter their respective proportions of the assignment and change is agreeable to both partners and the school principal, the job will not be posted. Human Resources must be contacted with revised schedules for changed job share assignments.
 

e.g.	current Teacher A = 50%	proposed	Teacher A = 80%
	Teacher B = 50%		Teacher B = 20%
21. **When two teachers share a full-time assignment but no longer wish to do so, that full-time assignment shall be posted.** Both teachers may apply and compete for the posted position either as individuals (full-time) or with new partners.

### MATERNITY LEAVE

22. If you are going on maternity leave, see #5 above and contact Human Resources. The "Maternity/Parental Leave Frequently Asked Questions" is on-line at [www.burnabyschools.ca/Staff/MySD41Portal/HumanResources/Resources](http://www.burnabyschools.ca/Staff/MySD41Portal/HumanResources/Resources)

## **SHOULD QUESTIONS ARISE, PLEASE CONTACT:**

- **Human Resources at the District Administration Office (604-296-6900) or**
- **B.T.A. Office (604-294-8141)**

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