

# BBE YEAR END STAFFING PROCEDURES

This is meant to act as a guide for teachers to refer to as we collectively navigate through year end processes. ***This FAQ will not cover every conceivable scenario.*** Should you want more information about your particular situation then please ask a Staff Rep or contact the BTA Office for specific advice.

**Q:** ***What is a layoff?***

**A:** A layoff occurs when the number of teachers with continuing contracts in the District exceeds the available full-time equivalent (FTE) positions in the District.

**Q:** ***What are the criteria for layoff?***

**A:** Layoffs are based on two criteria: seniority and qualifications (see Collective Agreement Article C.2.9 Reduction in Force).

**Q:** ***How do I know how my seniority measures up relative to my colleagues for a particular subject area or grade level?***

**A:** A seniority list for teachers is published every Spring. At least one copy is sent to schools by the BTA and an electronic copy is available on the District portal.

**Q:** ***Is a line drawn in the seniority list such that all members below this threshold are laid off?***

**A:** No, that only happens in a strict seniority-based layoff situation, such as in the Coquitlam model. Since Burnaby layoffs are tied to qualifications, the layoff threshold will be different for different subject areas/grade levels. For example, the layoff threshold for Social Studies may be six years, where the layoff threshold for French Immersion may only be two years. In this case, Social Studies teachers below the six year threshold will be laid off while members with French Immersion qualifications will retain their positions if they are above the two-year threshold.

**Q:** ***How are layoffs in the District determined?***

**A:** Enrollment projections are collected for the next school year. The District then reviews the number of teachers requesting leaves and planning to retire. This needs to be compared with the number of continuing contract teachers returning from leaves (who are entitled to positions). The difference between the number of teachers with an entitlement to a position and the actual number of positions available (along with considerations of qualifications) constitutes the number of FTE layoffs.

**Q:** ***What does “teachers with an entitlement” mean?***

**A:** These are teachers who are owed a position in the District due to their seniority and qualifications. In other words, a teacher with entitlement is one who has continuing contract status and possesses enough seniority, within their area of qualification, to be protected from layoff.

**Q:** ***How does one obtain continuing contract status?***

**A:** We have recently amended the Collective Agreement in this area (Article C.21 Employment on Continuing Contract). There are two ways in which a teacher can convert to continuing contract status. A teacher converts to continuing contract status either by:

- a) Being appointed to a 1.0 FTE position that begins prior to September 30 and runs to the end of the school year; or
- b) Completing two FTE years of temporary contract time within the previous four years (i.e. 20 months of FTE contract time within a 40 month window, excluding the summer months).

**Note:** Teachers who will convert to continuing contract status by June 30 of this school year will receive a letter in late March or early April indicating their change of employment status from temporary to continuing.

## BBE YEAR END STAFFING PROCEDURES (CONTINUED)

**Q:** *Do layoffs only happen when there are budget cuts?*

**A:** No. Depending on the number of teachers returning from leave and their respective qualifications, teachers may be laid off in any given school year. For example, if the total number of FTE teaching staff remains constant and there are more continuing contract teachers returning from leaves than there are requesting leaves and/or retiring, then layoffs will be necessary. This being said, when budget cuts are made and class sizes increase or programs are cut, then fewer members are required to teach the students enrolled, this ultimately increases the layoff numbers.

**Q:** *Are layoffs school-based or District-based?*

**A:** District-based.

**Q:** *What is a surplus?*

**A:** The surplus procedure begins immediately after the layoff procedure, usually within one week. When a school has more teachers than positions available based on student enrollment, one or more teachers must be transferred (surplussed) to a different school.

**Q:** *How does the surplus procedure operate?*

**A:** Step One: A principle will ask staff (elementary school) or a department (secondary school) if any volunteers will come forward and accept a surplus. If a teacher volunteers, then this process is complete and that teacher will be ultimately appointed to another available position in the District through the year-end post-and-fill process.

**Q:** *What if there are no volunteers?*

**A:** Step Two: If no volunteers come forward, the person designated for surplus will be the teacher with the least District seniority (as per the District seniority list), provided that the remaining teachers possess the qualifications to teach the grade levels, courses, and programs at the school.

**Q:** *Can the surplussed member be surplussed again from their "new school" the next year?*

**A:** Yes, a teacher who has been surplussed this year is not protected from a further surplus for future school terms.

**Q:** *Is the surplussed teacher guaranteed a position?*

**A:** Yes. The teacher who has been surplussed possesses the seniority and qualifications necessary to be afforded a position elsewhere in the District for their respective teaching qualification. Otherwise the teacher would have been laid off.

**Q:** *How is the surplussed member guaranteed a teaching position in the District?*

**A:** The Board considers surplus and layoff at the same time. When making decisions about layoffs, the Board takes into account the surplus situations that exists in some schools. When a teacher has been surplussed there must be a position elsewhere in the District in their area of qualification (often due to the layoffs the Board has just completed.)

**Q:** *Does a surplus teacher have priority for available positions?*

**A:** A teacher who has been surplussed will be in the highest priority group during the post-and-fill process. Although there are priority groups, no teacher is guaranteed a specific position.

## BBE YEAR END STAFFING PROCEDURES (CONTINUED)

**Q:** *What is the highest priority group?*

**A:** The teachers with the highest priority for filling positions in the year-end procedure are those with continuing contract status who have entitlement (i.e. have not been laid off). This includes teachers wishing to move schools, teachers who have been surplussed, and teachers returning from various leaves of absence. These teachers have the first rights to positions posted prior to July 1.

**Note:** A Teacher must apply to a posted position to be considered for that position.

**Q:** *How does seniority come into play?*

**A:** The filling of positions within this first priority group is competitive. In other words, seniority does not play a role in which teacher is successful in posting into a position. All continuing contract teachers who are qualified for a given posted position (and have not been laid off) will have the same rights to access a given position within the highest priority group described above.

**Q:** *Who is the second priority group?*

**A:** The second priority group are the teachers who have been laid off, - they also must apply to postings. These teachers will, however, revert to the highest priority group after July 1.

**Q:** *Does seniority play a role for laid off teachers?*

**A:** Yes. Teachers are recalled from layoff to positions based on their seniority and qualifications. A teacher with six years of seniority as an English teacher, for example, would be recalled to an English position prior to a laid off teacher with less seniority. Again, teachers need to be actively applying for job opportunities within their qualifications as the postings appear.

**Q:** *How many positions can a member apply for?*

**A:** A member can apply for as many positions as they would like. However, once a member has accepted a posted position, they cannot make a further move during the year-end post-and-fill process. The only exception to this is when either the length of the contract or the percentage FTE of a given assignment is increased from the position a teacher is currently holding.

**Q:** *When does the first Job Bulletin get published for the year-end process?*

**A:** Job Bulletins are published on Thursdays, beginning with the last Thursday of April. The postings usually close on the following Tuesday. **However, this first Job Bulletin for the year-end staffing process will be an extended one. It will be posted for approximately two weeks.**

**Q:** *How many Job Bulletins come out for the year-end staffing process?*

**A:** After the first Job Bulletin closes, subsequent bulletins will continue every Thursday until the first Thursday in July. The postings then resume on the second to last Thursday in August.

**Q:** *A major factor for my decision to post into a position is who the administrator at the school will be, so when will the admin assignments for the next school year be announced?*

**A:** We understand this is an important factor that teachers consider when applying into postings. The District aims to publish the admin assignments before the first round of postings closes in order to provide clarity for teachers when considering postings.

## IMPORTANT DATES FOR THE 2026-2027 STAFFING POSITIONS:

(Dates are subject to slight amendments)

April 28	Board receives teacher layoff information at private Board meeting and approves number of layoffs.
April 29	Principals are informed of the teachers in their respective schools who will be laid off. Principal meets with teachers to discuss layoffs and delivers letters to teachers. Teachers are permitted, and encouraged by the BTA, to call a Staff Rep into this meeting.
April 30	District meets with laid off teachers via TEAMS 3:30-5:30pm
May 7	First Job Bulletin is published (first round of postings). Postings close May 19.
May 7-8	If it is necessary to surplus staff, Principals will meet with their staffs and/or with individual departments to ask for volunteers.  Teachers are advised that they will have until the morning of Monday, May 12th to volunteer. If volunteers are not forthcoming, Principals will identify individual(s) for forced transfer (surplus).
May 11	Principal identifies individual(s) for surplus, meets with individual(s) and provides surplus letter(s). Teacher(s) given time to consider matter and consult with BTA before decision is finalized.
May 12	If necessary, a second meeting is held with teacher(s) identified for surplus. If no new information is forthcoming, then the process is finalized. If a change is made, further consultation with staff may be necessary.
May 14	Additional positions posted.
August 27	Postings resume.