



Memo

To: All CUPE Staff

From: Tracy O’Kroneg, Director, Human Resource Services
Charelle Maillet, Coordinator, Human Resource Services

Date: April 30, 2021

Re: CUPE Staffing Timelines and Information (Subject to Change)

The estimated timelines below provide key information to assist you in planning for CUPE staffing for the 2021-2022 school year. **All dates are subject to change.** Please review **ALL SECTIONS** of this memo to ensure you have complete information.

Please note that for ECE (Early Childhood Educator) Lead and Support positions, there will be separate posting rounds as noted below. As a result, the timelines portion of this memo is divided into two sections:

1. CUPE Postings for EPA (Educational Program Assistant), Student Support Worker, Community Outreach Worker, Library Support Specialist positions (or “CUPE Regular Postings”); and
2. ECE (Early Childhood Educator) Lead & Support Posting (or “ECE Postings”).

CUPE Regular Postings

This applies to EPA (Educational Program Assistant), Student Support Worker, Community Outreach Worker, and Library Support Specialist positions.

Date	EPA, SSW, COW, LSS Positions
June 1 (4pm)	Deadline for Principals to distribute Notice of Redundancy to impacted staff
June 8 (4pm)	Round 1 postings go live
June 13 (4pm)	Round 1 postings close
June 18 (4pm)	Successful Applicants from Round 1 on myHRCE Round 2 postings go live
June 21 (4pm)	Round 2 postings close
June 24 (4pm)	Successful Applicants from Round 2 on myHRCE Round 3 postings go live
June 27 (4pm)	Round 3 postings close
July 2 (4pm)	Successful Applicants from Round 3 on myHRCE
August 25 (4pm)	Weekly Term postings resume



ECE Postings

This applies to ECE (Early Childhood Educator) Lead and Support positions.

Date	ECE (Lead & Support) Positions
April 14-June 21	ECE Expression of Interest live
May 13 (4pm)	Round 1 postings go live
May 18 (4pm)	Round 1 postings close
May 25 (4pm)	Successful Applicants from Round 1 on myHRCE
June 8 (4pm)	Round 2 postings go live
June 13 (4pm)	Round 2 postings close
June 18 (4pm)	Successful Applicants from Round 2 on myHRCE
June 18 (4pm)	Round 3 postings go live
June 21 (4pm)	Round 3 postings close
June 24 (4pm)	Successful Applicants from Round 3 on myHRCE
August 11 (4pm)	Permanent and Term Weekly postings resume

I. IMPORTANT INFORMATION FOR ALL CUPE MEMBERS:

Application and Resume

All applications must be submitted online clearly stating qualifications and competencies for the position. Only the information on the resume will be considered. All applications must be received by the deadline to be considered.

How to Apply for and Rank Positions

All vacant positions (permanent and term) will be posted on Careers. Permanent employees who were awarded a position in the First Round of Job Postings may apply for positions in the Second and/or Third Round of Job Postings. Permanent employees who were awarded a position in the Second Round of Job Postings may apply for positions in the Third Round of Job Postings. A term employee who is awarded a permanent position in the Second or Third Round of Postings is not able to move into a different permanent position in subsequent posting rounds.

If you secure your first permanent position in one of the three rounds, your permanent status is effective August 1, 2021.

Instructions on How to Rank Positions:

- Select the “Job Postings” icon on the main page of Careers at HRCE (accessed from the myHRCE dropdown menu).
- Select the category of jobs you are interested in (ex: Educational Program Assistant). A list of current job postings will appear.
- Click on the competition number for the job that you are applying for and the details of the position will appear.
- Click on the “Apply” icon to apply for the job.



- From the dropdown menu on the right choose the resume and cover letter you wish to use for your application and then select “Apply.”
- Once you have applied to the positions you are interested in click on Application History.
- Click on the button labelled ‘Click here to view or re-rank current rankable positions’.
- NOTE: Positions will appear in order of those most recently applied for at the top (before ranking).
- Specify which position you would like to obtain the most toward the top of the list, and which you prefer less toward the bottom by clicking the blue arrows beside each position.
- Positions can be re-ranked until the job posting closes.

Successful Applicants

Successful applicants will be posted once the positions have been filled by HR, on the Successful Applicants dropdown menu on myHRCE, by the dates listed in the timeline above. If there are no successful applicants for a position for Round 1, the position will be re-posted in the subsequent posting round. If there are no successful applicants for Round 2 and 3, the applicant list will be released to the principal/supervisor to consider term and external applicants.

Applicants who are applying to a position outside their current classification may be required to participate in an interview in order to determine qualifications and competencies for the position. For example, this would apply to an EPA applying for a Student Support Worker position.

Term Rehire

Term employees who apply for permanent positions in the Second and Third Round of Postings must be given preference for hire over external candidates. This applies to an employee who held a term position during the school year; the term employee will be given preference until July 31, 2021. If you are a term employee and apply for a permanent position in the Second or Third Round of postings, you may be contacted by the principal/supervisor for an interview. Term employees are hired on the basis of merit and, only where term employees are relatively equal, will the term employee with the longest period of consecutive term service be awarded the position.

A term employee who is awarded a permanent position in the Second or Third Round of Postings is not able to move into a different permanent position in subsequent posting rounds.

Posting Rounds

All postings go live at 4:00pm on the first day of the round and close at 4:00pm on the last day of the round.

CUPE Regular Postings:

Round 1 (June 8 – 13): Open to Permanent CUPE members

Round 2 (June 18 – 21): Open to Permanent and Term CUPE members; open to external candidates

Round 3 (June 24 – 27): Open to Permanent and Term CUPE members; open to external candidates

ECE Postings:

Round 1 (May 13-18): Open to all Permanent CUPE members (if qualified as an ECE) ***Please see below.**

Round 2 (June 8 – 13): Open to all Permanent and Term CUPE members (if qualified as an ECE)
Open to external candidates, including those pre-qualified through the ECE Expressions of Interest

Round 3 (June 18 - 21): Open to all Permanent and Term CUPE members (if qualified as an ECE)



Open to external candidates, including those pre-qualified through the ECE Expressions of Interest

II. EDUCATIONAL PROGRAM ASSISTANT (EPA) POSITIONS

Redundancies

Permanent EPAs who have been declared redundant will be advised by receiving a Notice of Redundancy via email to their HRCE email account. Principals must distribute the written notices via email to employees by **June 1, 2021 at 4:00 pm**.

Layoff

Permanent EPAs who have been declared redundant in June and remain redundant by any amount at the end of the Third Round of Job Postings will be issued a layoff notice in accordance with Article 12 of the Collective Agreement and will be placed on recall. Please note that the layoff period will end for all employees on September 20, 2021.

EPA Specific Questionnaire

If you are applying for an EPA position, you must complete the EPA specific questionnaire on your resume. You must hold valid first aid and NVCI certificates. If you do not have NVCI, or it has expired, you are required to complete NVCI certification at the earliest opportunity in the upcoming school year.

All EPA positions posted after Round 3 are posted as term positions.

EPA Rules for Movement to Positions following Round 3

The rules for movement following Round 3 are outlined in the table below:

EPA - Permanent With Recall Rights	EPA - Permanent No Recall Rights	EPA - Term
You may apply for positions up to the percentage from which you were reduced at any site. As an example if you were reduced from 80% to 50%, you have recall rights to an 80% position	You may apply for term positions at a different site as long as it is an increase in percentage and the term extends until the end of the school year	You may apply for positions which begin after your current term has ended
	You may apply for term positions of any length at your site, provided it is an increase in percentage	

Special Note for Positions Requiring American Sign Language

If you apply and are being considered for an EPA position that requires American Sign Language (ASL) and you do not have the required ASL training, you will be contacted by Human Resource Services staff about completing the training in order to be awarded a position for which you have applied. You will have one (1) hour to provide a decision to Human Resource Services staff on whether or not you are willing to complete the required training. Please note that should you agree to complete the required ASL training, you are required to pay for the cost.



Course costs may be reimbursed through the CUPE PD guidelines, available on myHRCE. It is recommended that you review the reimbursement guidelines prior to applying for positions that require ASL if you do not already have the training.

III. EARLY CHILDHOOD EDUCATOR (ECE) LEAD AND SUPPORT POSITIONS*

Permanent and term ECE (Lead and Support) positions will be posted in accordance with the timelines noted above. Please note, however, that permanent and term ECE (Lead and Support) positions can be posted at any point during the school year.

If you are currently a Permanent ECE Lead or Support, you are considered qualified for positions in your current classification (i.e. if you are an ECE Support you are considered qualified for ECE Support positions; if you are an ECE Lead you are considered qualified for ECE Lead positions). Positions will be filled in seniority order. For example, if you are an ECE Support applying to an ECE Support position, you will be considered qualified and awarded the position based on your seniority related to the seniority of other qualified ECE Support applicants.

As communicated by e-mail to all CUPE staff on April 15, 2021 if you are a permanent CUPE member who is not already in a permanent ECE position (Lead or Support), and you plan to apply for permanent ECE positions, you were required to apply to the Expressions of Interest by Monday, April 26, 2021 at 4pm (this applies to both the Lead and Support Expressions of Interest) to be considered in the First Posting Round for ECE positions. If you are successful in the Expression of Interest hiring process, you will be eligible to apply in the First Posting Round for Permanent ECE positions (and will, at that time, be placed in seniority order).

If you are currently a term CUPE member, and you plan to apply for permanent or term ECE positions, you are required to apply to the Expressions of Interest by Monday, May 10, 2021 at 4pm (this applies to both the Lead and Support Expressions of Interest) and if successful, will be considered in the Second and Third Posting Rounds for ECE positions. Positions will be awarded to current Term members after Permanent CUPE members have been placed by seniority order.

IV. LIBRARY SUPPORT SPECIALIST POSITIONS

Permanent and term Library Support Specialist (LSS) positions will be posted in accordance with the timelines noted above. Please note, however, that permanent and term Library Support Specialist (LSS) positions can be posted at any point during the school year.

If you are currently an LSS, you are considered qualified for positions in your current classification. (i.e., if you are a School-Based LSS you are considered qualified for School-Based LSS positions; if you are Board-Based LSS you are considered qualified for Board-Based LSS positions). Applicants to positions outside their current classification are awarded positions based on merit (i.e. through an interview process, etc.) and not by seniority.

V. COMMUNITY OUTREACH WORKER AND STUDENT SUPPORT WORKER POSITIONS

Permanent and term Community Outreach Worker and Student Support Worker positions will be posted in accordance with the timelines noted above. Please note, however, that permanent and term Community Outreach Worker and Student Support Worker positions can be posted at any point during the school year.

If you are currently a Community Outreach Worker or Student Support Worker, you are considered qualified for positions in your current classification. (i.e., if you are a Student Support Worker you are considered qualified for Student Support Worker positions; if you are a Community Outreach Worker you are considered qualified



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for Community Outreach Worker positions). Applicants to positions outside their current classification are awarded positions based on merit (i.e. through an interview process, etc.) and not by seniority.

Questions

Please direct all questions to hrhelp@hrce.ca.