

# 2025-26 Staffing Process and Timeline

## Teachers Key Dates



Okanagan  
Similkameen  
SD53

Preparation	
Feb/March	Student enrollment projections/updates - take into consideration school enrollment trends and communications with families such as moving plans.
March 7	The Student Support Services department receives from schools all deletions/changes/additions that occurred since the February snapshot day.
March 7	Student enrollment projections are updated for staffing purposes.
No later than April 4	Principals are provided with staff allocations including teacher FTE, support staff hours, and Student Support Services and Community LINK funding.
Teacher Staff (SOSTU)	
No later than April 22	Principals provide district staff with teacher assignments and postings. Teacher postings will follow and continue, as required, until June 30.
No later than April 1	<b>Leave requests</b> for 2025-26 should be emailed to <a href="mailto:mtoneatto@sd53.bc.ca">mtoneatto@sd53.bc.ca</a>
No later than May 30	<b>Resignations</b> require 30 days' prior written notice (Article C.1). Layoff notices (if any) hand delivered by principal or vice-principal
June 15	<b>Transfers</b> initiated by the employer may occur before, during or after postings but no later than June 15.
After June 30	Article E.20.7.a, <b>vacancies filled after June 30</b> ' <i>...shall be filled as a temporary assignment. These positions will not normally be filled by a teacher who already occupies a continuing or temporary position.</i> '

CUPE-SD53 Collective Agreement ([sd53.bc.ca/staff/support staff](https://www.sd53.bc.ca/staff/support%20staff))

SOSTU-SD53 Collective Agreement ([sd53.bc.ca/staff/teachers](https://www.sd53.bc.ca/staff/teachers))

Teacher Postings (<https://www.sd53.bc.ca/apps/pages/teacheremployment>)

Support Staff Postings (<https://www.sd53.bc.ca/apps/pages/supportemploymentteen>)

### Article E.22 Assignment in School

1. Assignment within a school shall be based on the qualifications, training, experience, personal preference of the teacher, equitable distribution of the workload, and the needs of the school.
2.
  - a. **Timetable constraints and scheduling options will be reviewed with teachers prior to being finalized. Where possible such review shall take place prior to April 30 of each year.**
  - b. Where reassignment within a school is necessary because of unforeseen circumstances after the commencement of school in September, timetable constraints and scheduling options will be reviewed with teachers and, prior to the reassignment being finalized, all available teachers shall have the opportunity to express interest.

