



OTTAWA-CARLETON
DISTRICT SCHOOL BOARD

TEACHER EXCHANGE REQUEST

Inter-School (Elementary to Elementary)

Requests must be submitted and approved annually

Qualifications	The teachers involved must hold the necessary OCT qualifications as per Regulation 298 for the exchange assignment. Where the teacher does not hold the OCT qualification, the principal and superintendent may give mutual consent if the regulation permits that consent.
Eligibility	Two Elementary contract teachers, neither of whom has been declared redundant. The teachers involved must hold the equivalent contract status to be exchanged.
Application Deadline	March 1 Teachers who have found an exchange partner, may complete one application form for submission and approval by the two Principals/Superintendents. Teachers who have not found a partner, can complete one section of the form for submission. Employee Services will then compile these applications and share them with those seeking a match.
Approval/ Denial	Subject to the agreement of the Principals involved, and subject to the confirmation by the Superintendent of Schools, a temporary one year exchange or permanent exchange will be confirmed on or after 1 May to be effective at the commencement of the next school year, subject to surplus and redundancy procedures.
Salary Benefits Sick Leave Seniority	Seniority, experience, salary and all benefits shall continue to accumulate or remain in force as stipulated by the collective agreement covering the Teacher prior to the exchange
Right of Return	Subject to the transfer, surplus and redundancy provisions, the Teacher shall have the right to return to his/her original school provided he/she indicates such in writing to the Board no later than 1 March for a September return.
Reference Article	Article L30.13 (Inter-school)



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THIS SECTION TO BE COMPLETED IN PARTNERSHIP OF BOTH EXCHANGE PARTNERS

DETAILS	PROPOSED EXCHANGE PARTNER	PROPOSED EXCHANGE PARTNER
Name		
EIN		
Employment Status (FTE)		
Qualifications		
Year of Exchange	Sept 20 __ / Aug 20 __	
Employee's Location		
Employee's Assignment (Grade/Subject) & % Teaching		
Request	<input type="checkbox"/> Temporary Exchange Request or <input type="checkbox"/> Make Exchange Permanent	
Employee Signature & Date	<i>I agree to fulfill this exchange for next year.</i>	<i>I agree to fulfill this exchange for next year.</i>
Principal/Manager Signature & Date	<input type="checkbox"/> <i>I am approving</i> <input type="checkbox"/> <i>not approving the exchange arrangement outlined above</i>	<input type="checkbox"/> <i>I am approving</i> <input type="checkbox"/> <i>not approving the exchange arrangement outlined above</i>
Superintendent Signature & Date	<i>I confirm that I am satisfied that the exchange arrangement results in continued functioning of all duties involved.</i>	<i>I confirm that I am satisfied that the exchange arrangement results in continued functioning of all duties involved.</i>

THIS SECTION TO BE COMPLETED BY TEAM MANAGER (ELEMENTARY) / HR ADVISOR

- Verify both employee's eligibility as per collective agreement (i.e. FTE's match, neither Employee is redundant/surplus, met qualification criteria, etc.)
- All required parties have signed off by deadlines as per Bulletin
- Place a copy into each Employee File
- Create EAF for both employees and send to HR Operations for processing

Comments

Left column employee R.O.R. to: _____
 Right column employee R.O.R. to: _____

This exchange has been: **Approved** **Denied (Email Employee with reasons)**

ES Team Manager (Elementary)/ HR Advisor Signature

Date