

## **PRIORITY OF EMPLOYMENT LISTS (RECALL LISTS)**

### **Youth Sector**

The Priority of Employment list (also known more familiarly as the “Recall List”) must be used by the School Board when all regular teachers under contract have been placed and there are still jobs to fill.

For teachers on the recall list with two years or more of seniority, the School Board must offer a “regular” contract if it has a post available for which the teacher is qualified. A regular contract continues from year to year. For teachers with less than two years of seniority, the School Board’s obligations are to offer any part-time posts available, including 100% replacement positions. These posts terminate at the end of the school year or with the return of the absent teacher, if they are replacement posts, whichever comes first.

### **How do you get onto the list?**

To get onto the recall list, a teacher must be legally qualified (within the meaning of 1-1.35 Provincial Entente) and must have obtained two contracts (of at least 100 days each) in two different school years during the last three years.

In order to be placed on the recall list, a teacher requires two satisfactory performance evaluations in two years.

### **How is the list used?**

In June, the School Board sends to each teacher on the recall list a letter informing them of the hiring halls dates (one for high school posts and one for elementary posts other than category 101 – English generalists).

In August (usually a week before the end of the summer holidays), the third and final hiring hall takes place. This is where all teachers on the recall list who did not choose a post in June, those who gave up their post during the summer and those teachers looking for category 101, English elementary posts, will be placed.

### **Vocational Training Sector**

To be eligible to be on a recall list in the Vocational Training sector, a teacher must have taught 720 hours in 2 out of the last 3 school years in vocational education, and have received a satisfactory evaluation.

Contracts of 486 hours or more equal one year of seniority.

Once on a recall list, the School Board has the obligation to offer as many 720-hour posts as possible to the teachers on the list, by seniority.

The School Board also has the obligation to offer any part-time posts available by this same method.

The contracts that are awarded to teachers who acquire 720-hour workloads prior to December 1st and who hold a Quebec teaching permit are automatically renewable and are called “full-time” contracts. It is also the case that if someone already holding a full-time contract leaves the School Board, s/he will normally be replaced by someone else who will get a full-time contract, using the priority list.

### **Adult Education Sector**

To be eligible to be on the recall list in Adult Education, a teacher must have taught 800 hours in 2 out of the last 3 school years in adult education, and have received a satisfactory evaluation.

Contracts of 540 hours or more equal one year of seniority.

Once on the recall list, the School Board has the obligation to offer as many 800-hour (full-time) posts as possible to the teachers on the list. Hiring is done at a placement meeting by seniority.

The School Board also has the obligation to offer any part-time posts available by this same method. Teachers who acquire a workload of at least 240 hours in a given school year and who hold a Quebec teaching permit must be given part-time contracts.

Provisions for getting a full-time (i.e., full-time and AUTOMATICALLY RENEWABLE) contract are determined in the provincial contract. Each year the School Board is obliged, prior to December 1, to ascertain the number of 100% part-time (i.e., full-time BUT NOT AUTOMATICALLY RENEWABLE) contracts that have been recurrent in any given specialty for at least the preceding 3 years. That number is added to the number of teachers who already hold full-time contracts. If the latter number is less than 75% of the total, then new full-time contracts must be issued to bring the number up to at least 75% of the total.