

Memo

TO: EDUCATION ASSISTANTS
FROM: Vanessa A. Lysne, Human Resources Officer
DATE: September 6, 2019
RE: ELECTRONIC POSTINGS – IMPORTANT – PLEASE READ!

EXPEDITED POSTINGS: For the month of September, postings occur every Friday and close every Wednesday at noon sharp.

Our new electronic way of posting and awarding/filling positions is a simple, straightforward process and has some distinct advantages that were not available in the paper version.

The previous way of dropping off paper applications at the SBO will no longer be necessary. Instead, **positions must be applied for online**, in order of preference, when postings are open until the closing date. When postings close at noon, the ability to apply will no longer be available as it is past the cut-off time.

- An EA will be able to login and apply for as many positions as qualified for and place them in order of preference. HR (Vanessa) will award postings electronically in order of seniority and qualifications. **Phoning applicants will no longer occur to award positions.** Applicants need to be aware that if a position is applied for and if you are the senior qualified applicant, **YOU WILL BE AWARDED THE POSITION**, so be careful what you choose, have done your homework on it, and know you will take the position if it comes to you. Ask all your questions from the principal at the site before applying. In some cases, I will need to call based on rights and obligations under the collective agreement so please keep your phone nearby after closing, just in case.
- Anyone who was bumped at the assignment meeting holds a Right of First Refusal for 60 working days should the person who claimed your position be awarded a different position. This right ends November 27, 2019.
- Once a position has been awarded to an individual, an automatic notification will be generated and sent to his/her district email immediately, indicating the position awarded. Successful applicants will be known in real time. Results sheet will still get posted, but generated by the system and come out right away.
- One can only apply for positions that qualifications are **on file at the SBO**. For example, if you don't have "swimming," the system will not permit you to apply for a position with swimming as a qualification (it won't work). Check the qualifications required for the position and if you believe you have for example swimming, then contact HR right away and we will investigate and correct if necessary. You can also check the qualifications that you have in the system - this is on the instruction sheet.
- You can upload Qualifications to HR. The qualification will wait for review and approval by Vanessa (HR). Once it is approved, it is then an active qualification on one's file. I advise you to upload qualifications by email instead.
- Watch under My Position Status & History as awarding is happening to see if a position you are hoping for has been awarded out to someone senior. It's a live process!

Access to a terminals at sites is available or can be done through one's phone, ipad, PC etc.

If you have any issues, contact me! Email vllysne@sd79.bc.ca. I will be checking my email over the weekend to help you. Good luck!