

103229

GCK

INSTRUCTIONAL STAFF ASSIGNMENTS AND TRANSFERS

I. Teacher Initiated Transfer

A teacher wishing to initiate a transfer shall write a letter before March 1st, to the Superintendent or designate requesting the transfer. The request will be acknowledged and the transfer effected at the end of the school year, providing that:

- a) a suitable replacement can be obtained for the position the teacher wishes to vacate,
- b) a suitable vacancy can be obtained for the teacher in another school,
- c) the school losing the teacher is not faced with an unduly high turnover that year.

Where possible, requests for transfer will be accommodated at the end of the current school year and notification will be forwarded in June or earlier.

The policy is to accommodate requests for transfer wherever possible.

2. Senior Staff Transfer

Teachers electing to transfer who are considered to be senior teachers, that is those with 10 or more years of experience in a building, will have input into their transfer in terms of receiving a comparable assignment.

3. Transfers Due to Declining Enrolment

Teachers who must be transferred due to declining enrolments shall be transferred using the following procedures:

- a) The school's program needs shall be first determined, then the surplus or vacant positions will be identified.
- b) By March of each year, principals, shall submit to the Manager of Human Resources the list of all surplus and vacant positions, together with a description of those positions.
- c) The Manager of Human Resources will notify the schools of those teachers in their school who will be placed on the Division's surplus list.
Taking into consideration the best interests of the children in the school, the needs and operation of the school and the teacher's personal needs and career, principals will identify those teachers who must be transferred

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from their schools. Those names must be submitted to the Manager of Human Resources.

As far as possible, surplus teachers will be placed in new positions prior to openings being posted.

Normally, teachers who have been transferred during the past three years should not be considered at this time unless requested by the teacher.

- d) All teaching positions which become open for the following September shall be posted and teachers shall be granted five working days from the date of the bulletin to apply for said positions before the positions are filled.
- e) Teachers, forced to transfer because of declining enrolment, and with extensive experience in a particular teaching position, will receive consideration for placement in a similar position in another school, providing the best interests of the children in that school and the needs and operation of that school can be served by such a placement.

4. Transfer During the School Year

Where a teacher is transferred during the school year the teacher shall receive two (2) preparation days, free of teaching, in the receiving school.

5. Other Transfers

Decisions on transfers initiated by the Superintendent or the school administration will be based on the following factors:

- a) the best interests of children in schools,
- b) the needs and operation of the school from which the teacher may be transferred,
- c) the needs and operation of the Division generally and,
- d) the teacher's personal needs and career.

Under certain conditions, d) may supersede both the needs of the Division and the needs of the school, but rarely, if ever, would the teacher's personal needs outweigh the best interests of children.

6. Notification

Teachers being transferred will be notified as early as possible. Normally, this will be prior to the Division's annual job posting.

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7. Appeal Process

Step 1

Within five (5) teaching days of notification of transfer a teacher may appeal in writing to the applicable Manager of Human Resources. The Manager of Human Resources will investigate the complaint and render a decision in writing within five (5) teaching days.

Step 2

Failing satisfactory settlement in Step 1, the teacher shall within five (5) teaching days from the date the Manager of Human Resources renders a decision, submit to the Superintendent a written statement of the rationale for the appeal. The Superintendent shall render a decision within five (5) teaching days after receiving the appeal.

Step 3

Failing satisfactory settlement at Step 2, the teacher shall within five (5) teaching days, make application to the Board in writing through the Superintendent and a hearing shall be granted at the next regular meeting of the Board following receipt of such application.

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