

433 CERTIFICATED STAFF TRANSFERS

Background

The transfer of certificated staff within the Division can serve to enhance the professional growth of staff members and improve the quality of educational services to students.

Procedures

1. When contemplating the transfer of certificated staff, any or all of the following criteria will be considered:
 - a. Requests for transfer from individual staff members
 - b. Student and program needs as perceived by school and division administration
 - c. Experience, interest and training of staff members
 - d. Other considerations deemed relevant by the Superintendent
2. Transfers of certificated staff under contract with the Board should be considered before assignments are finalized for outside candidates.
3. All certificated staff of the Division, including school-based administrators, can be considered for transfer to another position, assignment or school.
4. Transfer of certificated staff will usually be undertaken in the spring of each year to facilitate appropriate staff assignments for the following school year. Transfers during the school year will be considered if circumstances are sufficient to support this action.
5. Letters of transfer will include the reasons for the implementation of the teacher or school-based administrator transfer.
6. Where a transfer is offered to an administrator who has an existing term designation which would result in a reduction of administration allowance, the existing administrative allowance will be paid based on the terms specified in the existing collective agreement. Administrators who are transferred to a new position which coincides with the renewal of a term designation will be paid according to the collective agreement provisions for their new placement.
7. A teacher or school-based administrator wishing to appeal a transfer must:

- a. Provide their objections in writing to the Superintendent within seven days of receiving a transfer directive indicating:
 - i. Their objections to the transfer and a request to have a hearing before the Board.
 - ii. Their perception of how the transfer meets, or does not meet, the transfer criteria.
 - iii. Their preferred placement for the coming year.
- b. After receiving a letter of appeal, the Secretary-Treasurer will indicate to the staff member the procedure that will be followed in considering the appeal. This process will be outlined, in writing, to the affected staff member within fourteen days of receiving the letter(s) of appeal indicating a date and time for the staff member to present their objections to the Board.

References

Section 52,53,196,212,222 Education Act

History

Developed: August 2003
Amended: April 2020